



**Charter School Board of Directors Meeting  
March 1st, 2018 – Minutes**

**Charter Board Members In attendance:**

Beth Schmude, Alexandra Kotsikas, Troy Techau, Elizabeth Derilus, Robin Murray

**Charter Board Members Proxy**

Angela Alban, Sean Lyles

**Staff in Attendance:**

Dr. Ilene Wilkins, Rosina Padilla

**Guest in Attendance:**

Ana Figueroa

1. Meeting was called to order at 6:15pm by Dr. Ilene Wilkins
  - i.) Introductions were made from all present.
2. Approval of prior meeting's minutes – Prior minutes approved after corrections suggested by Elizabeth Derilus, minutes for meeting of January 18, 2018 were approved at 6:18 pm, Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Passed.
3. Upcoming Agency Events/Updates
  - i.) Poker at the Palace – April 6<sup>th</sup>, 2018
  - ii.) UCP 25<sup>th</sup> Annual Gala – April 7<sup>th</sup>, 2018
  - iii.) Toast for Brighter Futures – May 18<sup>th</sup>, 2018
  - b.) Charter School Website – Charter School Website is now live. Board members please visit the new website and notify us of any suggested changes or questions ([www.ucpcharter.org](http://www.ucpcharter.org))

4. Staffing/Personnel Updates – Agency Wide - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.
4. Staff Benefits - 403B Match Update – 403B Employee Match is being finalized and options are being reviewed with different investing companies. UCP currently offers free individual medical coverage for all staff members employed over a year, we pay 75% of health coverage for families and children and soon will be offering 403B retirement matching plan.
5. Legislative Issues –
  - i.) HB7069 Lawsuit – Districts continue their lawsuit fighting HB7069. The additional capital outlay funds were finally released, and we are currently holding funds in a money market account pending the outcome of the lawsuit.
  - ii.) School Match Medicaid Billing – School Match Medicaid billing has moved forward but with small progress. The goal is to be able to provide these additional Medicaid services for therapy/behavior/nursing services provided to our students as part of their IEP’s services.
  - iii.) The State Budget was approved with an additional \$109 per student allocation. Note – most of this is earmarked for mental health and school safety requirements.
  - iv.) FY19 Charter School Budget Planning – We are now working on budgets for all our schools. Intent to returns were due by January 31<sup>st</sup>, 2018. On March 5, 2018 all new students will be allowed to enroll pending space. We will be following the State of Florida enrollment guidelines.
6. School Grade Plan Updates – UCP Pine Hills Campus, UCP West Orange, UCP Downtown and UCP East Orange were approved to change their designation to Alternative Schools by OCPS School Board. Next step is approval by the Department of Education MSID committee.
7. Enrollment Updates – Enrollment for the next school year is now in process and looks good.
8. Charter Renewal: UCP Bailes and Pine Hills Campus are up for Charter renewal and the renewal is now in process, Parents, Students and Staff were interviewed by the Charter Renewal Committee and the outcome was great, excellent feedback from parents,

students and the staff. Schools are still pending for recommendation and they will be voted for renewal approval on March 13, 2018. A request to extend Bailes campus to 6<sup>th</sup> through 8<sup>th</sup> grade has also been submitted.

9. Instructional Updates -

- a.) Fast ForWord Roll Out – The program has had a great start and is supporting our students greatly with reading.
- b.) Attendance Initiatives – School Administrators have put together different programs to encourage student attendance. The programs have been fun and offer family engagement and weekly themes. These initiatives have increased considerably student attendance at the schools.
- c.) Student Learning/Progress Monitoring – we’re doing analysis of student learning gains using Benchmarks in preparation for the state exams. We also are looking at changing curriculum next year to IREADY.

10. LEA Transition Updates – The LEA transition continues to move forward. New Hires for LEA transition have now been completed. We continue to work in new policies and updating current policies. Tutoring has started in almost all schools.

11. Legal updates – No legal updates.

12. UCP Downtown/BETA Campus –

- a) General update - Update provided by Board member Elizabeth Derilus. The Downtown campus celebrated Valentine’s day with different events. Spirit week was celebrated with different themes, Super heroes, Mardi gras and a pajama day were some of the themes, the students and staff had a great week. Elizabeth Derilus also inquired about passcodes for the Pre k and Below hallway entrance door access.
- b) Financial Update – Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.
- c) Staffing Update - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

13. UCP Transitional Learning Academy Middle and High School Charter Board –

- a) General update – No updates
- b) Financial Update – Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.
- c) Staffing Update - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

14. UCP Osceola Charter School –

- a) General update – Update provided by Troy Techau – Troy Techau suggested to include Basecamp training as part of the New Hire Onboarding training, and to work on an educational Hub for the community to inform about local services and services provided by UCP.
- b) Financial Update - Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.
- c) Staffing Update - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

15. UCP Pine Hills Charter School –

- a) General Update – Update by Pine Hills campus parent Ana Figueroa – The Pine Hills campus has scheduled several Family Events; Monthly Parent Association Meeting and trainings, October Festival, Student 1<sup>st</sup> Quarter Awards with Entertainment from Jack Hartman, Professional Musician. Staff and students raised funds to support the event. Celebration of February Spirit Week. The Pine Hills campus also has an Attendance Drive, In January Attendance was 88% - February Attendance 91.8% (the highest in two years), Dr. Scott, PH Campus School Administrator, organized 1:1 Conferences with parents, daily class recognition for perfect attendance and monthly lunch with the Principal for those with perfect attendance for the month, students with perfect attendance received a snack, pencil, pendant and a certificate. Pine Hills campus had

Field Trips for PreK and Below they went to Crayola Experience, second and third grades will be visiting Wonder Works, first and second grade will be going to Lego land. Fourth and Fifth grade are planning a trip to St. Augustine currently a Go Fund Me Account is being established to support with the funding of the trip. A school wide end of year performance is scheduled for May 18, 2018 at Evans High School.

b) Financial Update - Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.

c) Staff updates - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

16. UCP Seminole Charter School – Update provided by Board member Alexandra Kotsikas – UCP Seminole campus held a Kindergarten open house. The school has a field trip to the Orlando History center. The school will be having a Science night in April.

a) General Update – Update by Alexandra Kotsikas –

b) Financial Update – Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.

c) Staff Update - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

17. UCP East Orange/Bailes Charter School – Update provided by Board member Robin Murray – Fourth and Fifth grade students had a field trip to St. Augustine. Students are also scheduled to go to the Shakespeare Theater to see “Madagascar”.

a) General Update –

b) Financial Update - Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.

c) Staff updates - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

18. UCP West Orange Charter School -

a) General Update – No updates.

b) Financial Update – Financials for January 2018 were discussed; Board members questions related to financials were addressed by Dr. Wilkins. Motion to approve Financials was approved at 7:42 pm. Motion by Elizabeth Schmude, second by Alexandra Kotsikas. Motion Approved.

c) Staff updates - Staff updates were shared and discuss with board members. Staff Updates were approved at 7:34 pm, Motion by Troy Techau and second by Elizabeth Schmude. Motion Approved.

19. Compliance Update –

a) Governance – Currently two board members are in process. Parents from all schools have expressed interest in applying to be new charter board members. We currently have 5 open positions and two board members in process.

b) New members – In today’s meeting a parent from the Pine Hills campus, Ms. Ana Figueroa, is in attendance and has applied to become a Charter Board member. Motion to approve application to join UCP Charter Board. Motion Approved by Robin Murray, second by Elizabeth Derilus. Motion passed.

**Resignations** – None

**Meeting was adjourned at 7:51 pm.**

**Minutes prepared by: Rosina Padilla**

**Minutes Approved by Board on: May 3, 2018 at 6:09pm**

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Angela Alban – Board Chair