



**Charter School Board of Directors Meeting
November 16, 2023 – 6pm – 7:30pm
Location: Zoom/Live**

Board Member	Present
Angela Alban	
Sean Lyles	X
Yvonne Ilasi	
Carla Holoman	
Delitza Fernandez	X
Troy Techau	X
Traci Glodery	X
Danicka Ransom	X
Ida Civil	X
Amy Venable	X
Lacy Jansson	X
Annye Refoe	X
Elizabeth Schmude	X
April Garrison	X
Houda Marchani (Dual)	X
Stephen Hibbard	X
Helena McCabe	X

1. Welcome/Introductions

Vice-Chair Troy Techau called the meeting to order. Troy Techau reviewed the role and responsibilities of a Charter Board Member. He also reviewed the Charter Board Florida statute, by laws, and contracts that are signed.

Troy Techau opened the floor for comments about what was reviewed. Danicka Ransom asked for clarification of the agency board vs. charter board.

2. New Board Members Approval

Board members were introduced for approval.

- Amy Venable – BCA- Introduced herself and gave a brief background information of who she is.
- Lacy Jansson- Seminole- Introduced herself and gave a brief background information of who she is.

Board members welcomed the new members, and a motion was made to approve the new Board Members by Traci Glodery and the second motion was made by Elizabeth Schmude. The vote was taken, no one objected, and the motion passed. Amy Venable and Lacy Jansson were approved as new board members.

3. Approval of prior meeting's minutes – September 2023

September minutes was brought to order. Vice Chairman opened the floor for comments and questions. No comments or questions were made. A motion was made to approve the September Minutes by Traci Glodery and the second motion was made by Elizabeth Schmude. A vote was taken, and the motion passed. The minutes were approved.

4. Approval of HR Terminations Report

HR Terminations Report was brought to order. Vice Chairman opened the floor for comments and questions. No comments or questions were made. A motion was made to approve the Reports by Traci Glodery and the second motion was made by Elizabeth Schmude. A vote was taken, and the motion passed. The reports were approved.

5. Approval of HR New Hires Report

HR New Hires Report was brought to order. Vice Chairman opened the floor for comments and questions. No comments or questions were made. A motion was made to approve the Reports by Traci Glodery and the second motion was made by Elizabeth Schmude. A vote was taken, and the motion passed. The reports were approved.

6. Approval of Finance Reports

Vice Chairman asked for clarification on the item that was brought for approval. Ken Jacobs clarified that there was no review done at our last meeting for the September

Finance Reports, so both the September and October finance reports needed to be voted on.

a. September Financials

Reports were brought to order. The floor was open for comments or questions. No comments or questions were made. The motion was made by Elizabeth Schmude and the second by Traci Glodery. A vote was taken, and the motion passed. Finance report was approved.

b. October Financials

Reports were brought to order. The floor was open for comments or questions. Traci Glodery brought up Osceola Campus AC units' replacement and payments. Asked for clarification about expense and Ken Jacobs explained lease agreement and why UCP was responsible for the expense. Troy Techau mentioned that report dates were not up to date and suggested to table these reports. Ken Jacobs will follow up. Item was not voted on. Pending item to be presented at the next board meeting.

7. Approval of SOP – Unresolved Parent Complaint Policy

The Unresolved Parent Complaint Policy was brought to order. Dr. I reviewed the new SOP and its statute and policies. Vice Chairman asked about the publishing of the document. He also suggested that a flow chart be created to better explain the document at hand. Traci Glodery suggested that the document be translated in Spanish for Osceola families. Options on how to make it accessible for families were discussed and a update be discussed in the next meeting. Vice Chairman opened the floor for additional comments and questions. No comments or questions were made. Motion was made to approve the Unresolved Parent Complaint policy by Elizabeth Schmude and the motion was seconded by Traci Glodery. Motion was voted on and the motion was approved.

8. Approval of SOP – Teacher Apprentice Program

Teacher Apprentice Program policy was brought to order. Dr. I reviewed the new SOP and its statute and policies. Elizabeth Schmude asked if this was affecting anything UCP had in place. Dr. Ilene Wilkins clarified that UCP currently has a paid internship program, but this formalizes the position and provides certification options for interns. Houda Marchani asked if this was related to our J1 visa teachers and

trainees. Dr. Ilene Wilkins explained this was not related to the J1 visa program and J1 teachers are all fully certified teachers. Vice Chairman opened the floor for comments and questions. No other comments or questions were made. Motion was made to approve the policy by Danicka Ransom and the second motion was made by Traci Glodery. Policy was approved.

9. Update on Facilities

Ken Jacobs gave facilities updates. Update on the Pine Hills modular and parking project. Should be completed by the end of December of 2023. TLA HVAC units were replaced in September and the next one should be completed after the Thanksgiving break. UCP Downtown kitchen project is complete and is in full use. Food also has started being delivered to our UCP Pine Hills campus. UCP Downtown will be having a renovation project starting in May 2024, awaiting permits. 2 new shade structures will be replaced for UCP West Orange Campus and Bailes Early Childhood Academy before the end of December. There are also some smaller projects that will take place during the holidays when school is out.

Camera Updates

- Access to cameras/recordings - Ken Jacobs discussed the Cameras locations, who has access, and the fact that UCP does not do any video recording. Multiple concerns were brought about cameras not recording and how it could possibly assist in preventing any type of incidents. Several Board Members would like to explore different options and alternatives on how to properly use the cameras on the campuses with regards to storing the recording. Stephen Hibbard inquired about the new OCPS Camera Storage Program and if it can be implemented at the UCP campuses. Ken Jacobs gave input and suggestions, and the topic will be revisited in the next meeting. A motion was made to start an Ad Hoc committee on cameras was made by Traci Glodery to create the Sub Committee and the second motion was made by Stephen Hibbard. Motion was approved. Traci Glodery and Helena McCabe will be the Chairman/Vice Chairman of the committee. Vice Chairman Techau will be investigating further how the committee should operate, timeline for completion, etc. and will report back to the board at the next meeting.

10. Curriculum and Instruction Updates

Dr. Scott gave an update. STEM project kits were given to instructional coaches to support math skills and curriculum. 5th -8th graders got to visit the Orlando Science Center; they will be visiting the Kennedy Space Center in the Spring. In the fall, Afterschool Clubs were introduced and will be coming back in January. Training has been ongoing for new onboarding teachers. UCP will be rolling out a consortium wide Science Fair and each campus finalist will come together to compete. New staff have been hired to support the Curriculum Team. The floor was open for comments or questions. Danicka Ransom had questions regarding retention in the 3rd grade and how we are supporting the students that were already retained and preparing them for the next grade level. Dr. Karyn Scott explained the resources and support given and will provide additional feedback at the next meeting.

11. Upcoming Agency Events /Updates

Dr. Ilene Wilkins gave an update on the upcoming events. Poker Night and Gala will be in April of 2024. Traci Glodery inquired about the Miracle breakfast revenue. Dr. Ilene Wilkins gave an update as to where UCP ended up after the conclusion of the event.

12. Staffing/Personnel Updates

Dr. Ilene Wilkins provided a presentation on the new grant (Project ELEVATE) and how is being used to support recruitment and retention of teachers/educators and school leaders.

13. Legislative Issues

Dr. Ilene Wilkins gave an update about the School Safety Officers that have been placed in all of the UCP Campuses. We are approaching legislators to look at options on how the Safe School funding is allocated. The smaller charter schools across the state receive a very small allocation for funding which pays for the SRO's.

14. Mental Health and Support Service Updates

Dr. Ilene Wilkins briefly discussed the incident that took place in UCP Seminole and how our Crisis Team responded. Youth Mental Health Training continues to be held

for staff with on track to reach the state mandated goal of 80% of staff trained.
Crisis Prevention Intervention (CPI) training continues to also be offered to our team.

15. Enrollment Updates

- a. Status – Campus Enrollment- Some campuses are down significantly to budget for enrollment – particularly UCP Bailes Community Academy and UCP Pine Hills. The marketing team met to discuss marketing resources to boost enrollment. Traci Glodery inquired if Facebook is being used as a platform to broadcast enrollment. Dr. Ilene Wilkins confirmed that all platforms are being used and encouraged board members to help by sharing social media.

16. Legal/State Complaint Updates

No pending legal issues/State complaints.

17. UCP BCA Charter School

- a. General Update

We had to delay our Turkey Bowl scheduled for November 17th until December 8th due to the weather. We have fall break next week and then we kick off December with our second round of progress monitoring, which is state testing. The middle school is holding a Winter Formal on December 1st and a Parent's Night Out on December 15th. We had a very successful Fall Festival with a bounce house, trunk or treat and a haunted house/hallway. We've had several science days and a few field trips to the science center in October and November.

18. UCP East Orange/BECA

- a. General Update

Baby Bailes had a busy month in October. A successful spirit week. Picture Day – The Kids were so excited to get dressed up and have their pictures taken. We celebrated Unity Day, and we all wore orange. Our Community Helpers Parade was a huge success; the families were so happy to see the students dressed up as their favorite Community Helper. Dr. Valley and her team completed a successful developmental screening for over 50 students. Our Thanksgiving Lunch was a huge success. We had over 250 family members enjoying this special lunch with their kids. (11/15) Staff also enjoyed a catered lunch. Upcoming Events: Holiday

Spirit Week – December 18th 22nd Holiday Pageant – 12/20 Parents will be coming in to enjoy this show. Staff Holiday Celebration – 12/20

19. UCP Downtown/BETA Charter School

a. General Update

October 4 - Fifth Graders had a field trip to Orlando Science Center. October 25 - Dress as your favorite storybook character Nov. 2 - Curriculum night/Open house. Parents got the opportunity to read the amazing books that the elementary students worked on for weeks. We started Dolphin of the Month Upcoming: Nov. 17 - Teach In - 1-2:20pm. Dec. 12 - Alicia Ferrant - School Board Member for District 3 will be visiting our campus. Spirit week for the last week before the winter break.

20. UCP Osceola Charter School

a. General Update

Osceola had a Trunk or Treat event the last week of October with astounding success. We were pleased with the many parents, students, and families that attended. All had a wonderful time! We recently had a campus-based Thanksgiving potluck for our staff members. We all had the opportunity to sit and “break bread” with one another as we enjoyed each other’s company. We have a campus-wide field trip upcoming at the end of November to SeaWorld. We look forward to the month of December, where we have a Student Holiday Photoshoot, Winter Carnival, Student Choral Concert and Staff Holiday Celebration planned!

21. UCP Pine Hills Charter School

a. General Update

We have filled all teaching positions, and our last opening is in the onboarding process for new hires. Construction is moving along, and the infrastructure for the two new modular is complete, as well as the addition of the ten new parking spots. We are closing in on our goal of 200 students this year. We are currently at 192 students. We recently received a gift of \$3500 from our partner in learning Beads4 beats, and the funds will go towards our winter play “A Long Winter,” which will be performed by our third-grade classes on December 21st as well as toward class field trips, etc. We recently had our Fall festival, which was a huge

success. We had over 200 parents and guests attend the event. Our theme was Fall on Panther Farm, and students and staff dressed in Western gear. It was terrific.

22. UCP Seminole Charter School

a. General Update

October and November have been busy months at UCP Seminole. Our Book Buds event brought lots of volunteers on campus to read to students in each classroom! Spirit Week was held to encourage all students to attend school during FTE week. PTO sponsored our Fall Festival which gave families time to celebrate together with sensory play, "bubble" dancing, outdoor games, and trunk or treating. Our Thanksgiving Feast brought families together for lunch, and our Staff Friendsgiving Luncheon celebrated our gratitude for our work family. We are also grateful for the new Music Therapy program at Seminole and for our beautiful wall mural designed and created by one of our corporate partner teams. We have many winter/holiday activities planned for December. Testing will begin again shortly.

23. Transitional Learning Academy (TLA) Charter School

a. General Update

Fall fest was successful. We had a henna artist and caricature artist this year and the students loved the new additions. Grant from Whole Kids to start a garden. We did the unboxing of the items sent from the grant and will be building the garden over the next couple weeks. We have been invited back to attend the annual ITSEC conference where students get to see the latest technology in the simulation, training and modeling industry. Our high school students are going to see "A Christmas Carol" at Orlando Shakes as part of the annual arts field trip. In December we will be having our soccer and volleyball tournament in PE. One of our seniors co-hosted Faces behind the Miracles breakfast.

24. UCP West Orange Charter School

a. General Update

We welcome our new principal, Ms. Williams. WO is finally getting the TLC it desperately needed:) We also welcomed Dr. D, the school counselor and 2 charter

speech therapists. We still need more therapists to meet the students' needs and establish a make-up plan for all the missed sessions. Activities: Hispanic Heritage month celebration organized by teachers and staff included doors and hallways decorations, food and a mariachi band. Trunk or treat by the PTO. Unity Day to promote anti-bullying. Curriculum night was themed Candy land. 57 parents walked the land and visited different classrooms to learn about the different curriculums, behavior strategies and ESE, ending with a candy buffet. Thursday November 16th, classroom celebration of thanksgiving. Students enjoyed different activities and a holiday themed lunch. The school partnered with Southeastern Food Bank. Parents donated food cans and gently used clothes throughout the week. Safety patrol and student council delivered the donations yesterday. Teach-in during the day and a movie night sponsored by the PTO in the evening. Upcoming events: Cultural celebration in December. Parents will showcase and talk to the students about their different holidays. December 14th is the holiday concert sponsored by the PTO in collaboration with our art integration teacher. Students of all grades will perform songs from different holidays around the world.

25. Compliance Update

No pending compliance issues.

a. Governance Updates

i) Osceola Charter Contract – Signature Clarification

Vice Chairman inquired about clarification on the signatures on the Osceola Charter Contracts and commented that the signatures on the document are supposed to be signed by the Chairman of the board. Dr. Wilkins mentioned that Osceola allows corporate leadership to sign but would have the Chairman of the Board sign the agreements moving forward. Dr. Ilene Wilkins will follow up with the attorney for guidance and clarification. Once that is received, she will forward it to the Board for their review.

ii) By-Laws – Updates Needed

Vice Chairman commented that the By Laws have some updates needed.

Sub Committee for discussing and updating the By Laws was brought to vote. The motion was made by Traci Glodery and Danica Ransom seconded the

motion. Motion was voted on and the motion was approved. Troy Techau and Danica Ransom will be the Chairman/Vice Chairman for the committee.

26. Public Comments – None

27. Adjournment

Traci Glodery made a motion to Adjourn the meeting. Danicka Ransom seconded the motion. The meeting was adjourned.