

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

July 27, 2021

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Members Present:

Brad Huggins
Jamel Arrington
Brian Bell (Via Phone)
Norman Smith
Lorie Howerton

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
Michelle Roberts, Lead Therapist

Members Not Present:

Randy Bricker

PROCEEDINGS

CALL TO ORDER

The July 27, 2021 meeting of the Capstone Academy Milton Board of Directors was called to order at 11:32 AM by Brad Huggins, Chairman. The meeting was held in the Conference Room at Capstone Adaptive Learning and Therapy Centers, Inc., 2912 North E Street.

TREASURER'S REPORT

Brian Bell Secretary/Treasurer gave the Treasurer's report.

June 2020 Income Statement

Last year at this time the Year to Date was negative (\$72,549.17).

June 2021 Income Statement

This year the Year to Date is negative (\$60,572.90).

CHAIR'S REPORT

Fiscal Year 2021/2022 Annual Budget

Brad Huggins, Chair, noted the financial snapshot of two (2) time frames for 2020 and 2021. Each year ended at a deficit, even after we eliminated the principal position and implemented other cost containment measures.

At the June 15, 2021 meeting, this board approved the fiscal year 2021/2022 annual budget.

To recap: it is a balanced budget of \$394,631.

The budget is \$117,867 less than last year, a decrease of 23%.

The decrease is due to anticipated lower therapy revenue and **decreased ESE pre-kindergarten enrollment.**

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The Budget approved by this board for the upcoming school year was based on enrollment of nine (9) students; down from 14 project in the 2019/2020 budget.

We had seven (7) students attending in March of this year.

School starts August 10. To date, we have three (3) ESE pre-k students enrolled and one (1) of those is “iffy”.

The school simply cannot continue to operate due to non-referrals and competitive stance from the Santa Rosa County School System.

The School District is opening a child development center for the demographic we serve which may make it even more difficult to have the District refer families to us.

School District Contract/Charter – ACTION ITEM

Brad recommended it is time for this Board to determine if Capstone Academy Milton Charter should continue providing ESE pre-k services considering low enrollment, and lack of referrals.

Technically, our charter runs through 2024. Copies of the contract/charter with the School District were available on the table.

A motion was made by Brian Bell, seconded by Norman Smith, to close the ESE Pre-K program at Capstone Academy Milton. All were in favor and the *motion passed*.

PRESIDENT/CEO’S REPORT

Next Steps

Dr. Sherry A. White, President/CEO, reported next steps are to notify Santa Rosa County School District of our action to close the ESE pre-k charter as soon as possible. This is noted in the contract under Item D, number 4 on page 7.

A draft of a resolution that must be sent to the Santa Rosa County School Board was attached to the agenda.

Staff will notify the two (2) or three (3) families of closure, provide alternative options, and assist in transferring to other programs.

Capstone Academy Pensacola is an option for families willing and able to transport.

The one (1) student who was “retained” at the family’s request, may wish to transfer to our child care program.

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In addition, the school will need to return all equipment and property purchased with public funds, such as Capital Outlay monies.

We have 30 days to conduct a final audit to account for all public funds and assets.

A motion was made by Norman Smith, seconded by Brian Bell, to approve the board resolution to cease providing ESE Pre-K services at Capstone Academy Milton. All were in favor and the *motion passed*.

OTHER BUSINESS:

ADJOURNMENT:

A motion was made by Norman Smith, seconded by Lorie Howerton, to adjourn the meeting. All were in favor and the *motion passed*.

The meeting adjourned at 11:46 AM.