

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

September 20, 2022

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Members Present:

Brad Huggins  
Brian Bell  
Randy Bricker  
Lorie Howerton  
Norman Smith

Staff Present:

Dr. Sherry A. White, President/CEO  
Aileen Ilano, Principal  
Trudy K. O'Brien, Assistant to the  
President/CEO  
Kiera Washington, Executive Assistant

Guest:

Neil Thorsen  
David Gaines  
James Stoltz

**PROCEEDINGS**

**CALL TO ORDER**

The September 20, 2022 meeting of the Capstone Academy Pensacola Board of Directors was called to order at 11:42 AM. 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**

Brad Huggins, Board Chair, stated everyone received a copy of the July 19, 2022 Board meeting minutes last week via email. A motion was made by Norman Smith, seconded by Brian Bell, to approve the minutes as presented. All were in favor and the *motion passed*.

**TREASURER'S REPORT**

Brian Bell gave the Treasurer's report.

**June 2022 Income Statement**

June 2022 financials were a negative (\$11,739.39); Year to Date was a negative (\$47,767.18).

**July 2022 Income Statement**

Since July is the first month of the 2022/2023 fiscal year, the Monthly and Year to Date financials are both a negative (\$8,180.78).

Dr. White stated she talked to Lori Boughner, Director of Finance, who has a strategy of holding back money to try and match up the income with FTE.

**Capital Outlay**

Brian reported Capstone Academy has received notice of the allotment of capital outlay funds for 2022/2203 school year. The allotment will be \$21,389.

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A comparison chart for the capital outlay funds for Capstone Academy from 2012 through 2023 was attached to the agenda and on TV. The chart showed how last year \$20,228 was received.

**CHAIR'S REPORT**

**Florida Department of Health**

Brad reported the Florida Department of Health inspected the school for food safety. The school was in compliance in all areas of sanitation, food handling, pest control, etc.

A copy of the renewed licenses for both Group Care and Food Hygiene were displayed on TV. Both licenses are active starting October 1, 2022 through August 30, 2023.

**Teacher Salary Increase Allocation – ACTION ITEM**

Beginning in 2022/2023, the Florida Department of Education has provided required templates to be used for school district or charter school distribution plans for the Teacher Salary Increase Allocation.

A motion was made by Norman Smith, seconded by Brian Bell to approve the salary increase. All were in favor and the *motion passed*.

**Out of Field Teacher – ACTION ITEM**

Brad reported Aileen Ilano, Capstone Academy Principal, and Dr. White, President/CEO, have requested the Board to allow teacher Rebecca Hastings to teach out-of-field in Pre-Kindergarten Disabilities for ages three (3) to five (5).

Rebecca understands the conditions of reappointment.

A motion was made by Norman Smith seconded by Brian Bell to approve the out of field teacher. All were in favor and the *motion passed*.

**American Rescue Plan Act (ARPA) Grant**

Brad stated Capstone Academy was awarded \$13,000 from the American Rescue Plan Act (ARPA) grant. ARPA is a stabilization grant. Meaning the purpose of funds being received is to help stabilize providers. The grant is strictly for child care.

Since the after school/child care at Capstone Academy has yet to be reopened, the grant is currently being utilized for maintenance. It is not mandatory for the funds to be spent right away; therefore, we will eventually have the funds spent on the categories that have been provided. All categories on which funding could be spent were displayed on TV.

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For Capstone Academy, the funds will be going directly to salaries, building maintenance, and cleaning supplies. The total amount awarded will be paid in three equal installments.

Brad asked Aileen when the estimated date for the after school/child care program at Capstone Academy is to reopen. Aileen stated October.

**PRESIDENT/CEO'S REPORT**

**Enrollment**

Dr. Sherry A. White, President/CEO reported on enrollment. There are a total of 72 students enrolled. Last year at this time there were 64 children enrolled.

ESE Pre-K has 14 students. We had 27 ESE Pre-K students by the end of the last school year.

All ESE Pre-K students receive therapies; some receive multiple therapy/services. There are a total of 64 children receiving speech, physical, and/or occupational therapies in outpatient care.

**Children's Activities**

Aileen Ilano, Principal, stated in August a representative from Liberty Health came to visit Capstone Academy. Vanessa, the Liberty Health representative, was able to teach the students how to keep their teeth healthy.

Aileen explained pictures were on TV, Vanessa brought in a stuffed dinosaur and how the students were excited to see a stuffed animal with human-like teeth. The students were able to learn brushing tips by utilizing the stuffed dinosaur.

Liberty Health is going to provide free dental screenings for the students. This is a huge asset because most parents with special needs children do not take them to the dentist.

Although Liberty Health is located in Tallahassee, they are more than willing to come to our school.

**Child's Story**

Grayson Ann is a 3 ½-year-old diagnosed with SCA-19 (Spinocerebellar Ataxia). Grayson's family informed us it is a rare, progressive disorder and the effects it will have on her in the future are unknown. A picture of Grayson was displayed on TV.

While Grayson is age appropriate for communication skills, she struggles with appropriate behavior and fine and gross motor skills. She receives occupational and physical therapy 60 minutes a week during the school day and wears AFOs (orthotics) to help stabilize her.

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Grayson has steadily been increasing her appropriate social skills and learning to wait, accept no, and have “quiet hands”. Most recently, Grayson jumped with both feet off the ground. This is the first time she has ever achieved that. Grayson has another year at Capstone due to a late birthday and her parents are already pleased with the positive changes she has made.

**OTHER BUSINESS: Next Meeting: January 17, 2022, at 11:30 AM, 2912 N. E St.**

**ADJOURNMENT:** A motion was made by Brian and seconded by Norman to adjourn the meeting. All were in favor and the *motion passed*.

The meeting adjourned at 11:52 AM.