

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

October 19, 2021

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Members Present:

Brad Huggins  
Brian Bell  
Randy Bricker  
Lorie Howerton

Members Not Present:

Jamel Arrington  
Norman Smith

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  
Pensacola

**PROCEEDINGS**

**CALL TO ORDER**

The October 19, 2021 meeting of the Capstone Academy Pensacola Board of Directors was called to order at 11:37 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.

**APPROVAL OF MINUTES – ACTION ITEM**

Brad Huggins, Chair, stated everyone received a copy of the September 21, 2021 Board meeting minutes last week via email.

A motion was made by Brian Bell, seconded by Lorie Howerton, to approve the minutes as presented. All were in favor and the *motion passed*.

**TREASURER'S REPORT**

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

**September 2021 Income Statement**

September 2021 financials were a negative (\$13,017.41); Year to Date was \$47,100.75 to the good.

Brian noted we are three (3) months into the Fiscal Year.

Brad Huggins asked what contributed to the \$13,000 deficit. Dr. Sherry A. White, President/CEO, noted she would research and follow-up on the specifics. (A follow-up email was sent to Brad noting after school income was down due to the public school bus driver shortages, IT repairs, and an increase in maintenance supplies.)

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**CHAIR'S REPORT:**

**Teacher Out of Field/ Unused Teacher Funding – ACTION ITEM**

Brad Huggins, Chair, reported on behalf of Capstone Academy (and supported by Dr. White), Aileen Ilano, Principal, has requested the Board allow teacher Jordan Weddington to teach out-of-field in Pre-kindergarten Disabilities for ages three (3) to five (5) until May 26, 2022, and any unused teacher funding be transferred to Jordan.

This means Jordan, a qualified teacher, understands conditions of reappointment are that she acquire her Pre-K Disability certification per Florida Administrative Code: Rule 6A-4.01792.

A copy of Brad's letter as Board Chairman to the Escambia County School District granting approval was displayed on the TV.

It is necessary for Capstone Academy to submit a letter to Keri Coats, Director of Alternative Education/Charter Schools at the School District, stating the Board has approved for Jordan to teach out-of-field in order for us to be allowed to earn FTE monies for her students during FTE week in February.

A motion was made by Brian Bell, seconded by Randy Bricker, to approve Jordan Weddington as a Teacher Out-of-Field, and any unused funds will be transferred to her as presented. All were in favor and the *motion passed*.

**Fire Inspection**

On August 9, 2021 Escambia County Fire and Rescue conducted an inspection of the main school facility located at 4901 W. Fairfield Drive.

The facility passed with no violations.

A copy of the notice was displayed on the TV.

**Florida Department of Health**

Florida Department of Health inspected the school for food safety on August 12.

The school was in compliance in all areas of sanitation, food handling, pest control, etc. A copy of the inspection form was displayed on the TV.

**Quarterly Report**

A copy of our quarterly report to the School Board was attached to the agenda and displayed on the TV.

Brad noted there were no financial issues for June through August 2021.

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Capstone Academy was in compliance in all areas.

**PRESIDENT/CEO'S REPORT:**

**Board Governance Training**

Dr. Sherry White, President/CEO, reported Brad Huggins completed his refresher governance training. A copy of his certificate was displayed on the TV.

The training was provided by Florida Consortium of Public Charter Schools.

To be in compliance with Rule 6A – 6.0784 Florida State Board of Education, every charter school governing board member is required to take an initial four (4) hour training and then a two (2) hour refresher course every three (3) years. A copy of the rule was displayed on the TV.

**Enrollment**

Dr. White stated there were a total of 64 students enrolled. Last year at this time there were 60 children enrolled.

ESE Pre-K had 26 students and Our Time after school program had 7 children enrolled.

There have been some challenges with enrolling new after school students as typically the public school bus would transport them to Capstone. This has been a challenge for them due to the school bus driver shortage.

The ESE Pre-K enrollment for FTE in February is projected at 30 students.

There are a total of 54 children receiving speech, physical, and/or occupational therapies in our outpatient clinic.

All ESE Pre-K students receive therapies, some receive multiple therapies/services.

**Florida Safe Schools Assessment Tool (FSSAT)**

Aileen Ilano, Principal, reported the Florida Safe Schools Assessment Tool (FSSAT) was completed in September 2021.

The assessment was completed in an online format, as in-person tours are completed every three (3) years.

Dr. White asked if any School Board members ever attend the tours. Aileen said that Paul Fetsko and Kyle Kinser, who is the safety specialist with the school district, always attend the tours.

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There were no recommendations for improvement.

**Children's Activities**

All about Me – Students used Mr. Potato Head figurines to learn about Family and Body Parts. Aileen stated using the Potato Head figurines provided the students encouragement to request certain items.

The Great Outdoors. – Students learned about animals out in nature, and activities that could be done in the great outdoors.

Fall – Students are learning how the changing season affects them and their surroundings.

**Child's Story**

Daniel Davis was three (3) years old when he was enrolled at the beginning of the COVID school closure in 2020. He was staffed virtually.

He qualified for ESE services under the developmentally delayed program. However, he did not qualify for speech or language services when he began. He was later evaluated and was still determined to be age appropriate in his speech and language.

Considered a picky eater, he has oral defensiveness which is an aversive reaction to touch sensations in and around the mouth that may cause extreme sensory, emotional, and behavioral responses when eating. He has been receiving occupational therapy (OT) for a few months and has begun feeding therapy at our outpatient clinic.

Aileen stated that feeding therapy revolves around getting the student used to items in stages. (Presenting an item in proximity of the student, smelling the item, licking the item, etc.). Ultimately resulting in trying the item. Daniel's mom has also volunteered for lunch hours to increase progress with feeding therapy.

By the end of last school year, Daniel had mastered his social goal of spontaneously responding to peers throughout the school day in four (4) out of five (5) opportunities. He received a "satisfactory" rating in OT. In addition, Daniel received a "satisfactory" rating in identifying his emotions though the school day.

His fine motor skills are improving. Daniel strings blocks, builds a tower, and grasps writing utensils independently with minimal (25%) physical prompts. He also cuts paper with a scissors, laces a string in a board, and draws vertical and horizontal lines, again with minimal physical and verbal prompts.

Daniel is currently in our Level 3 classroom. He is showing progress with coming out of his shell. We are looking forward to a great team providing him individualized instruction to get him to master milestones.

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He is definitely a candidate for a general education inclusion setting for Kindergarten next year.

**OTHER BUSINESS:**

Brad suggested the Capstone Academy board meetings be scheduled prior to the full board meetings to give the officers better flexibility for their schedules. Officers' present voiced approval.

**Next Meeting: January 18, 2022 11:30 AM, 2912 N. E St.**

**ADJOURNMENT:**

A motion was made by Brian Bell and seconded by Randy Bricker, to adjourn the meeting, all were in favor and the *motion passed*. The meeting adjourned at 12:05 PM.