



Florida Autism Center of Excellence, Inc.  
Minutes of the Board of Directors Meeting  
June 11, 2015  
3:30 p.m.

**Board Members Present:** Brenda Connolly, Ron Sklaver, Kristin Bold, Travis Siegfried, Greg Eckley

**Board Members Absent:** Kavita Kalidas, Laila Elkalza

**Faculty and Staff Present:** Annie Russell (Director), Karen Kelley, Tabitha Chapman, Laura DeSantis, Lori Edgar, Tawnya Hanlon, Andrea Williams, and Porsha Grier

**Others Present:** Denia Frasier

**Call to Order:** A quorum was established. Meeting was called to order by Brenda Connolly at 3:35 p.m. Brenda stated that before we start she want to thank everybody and as we finish the school year. It was a very tough year and we have done an unbelievable feat by terminating Quest and finding a new location. We have pulled it off due to everybody's help. She wanted to thank everybody.

**Proof of Public Notice:** Public notification of this meeting was accomplished through posting notices on the office door of FACE, on the bulletin boards in the school conference room and in the walkway towards the front of the school. The meeting will be recorded for transcription purposes only. The recording will be deleted after transcribing.

## **AGENDA ITEMS**

**Due Date Checklist:** Annie stated that everything for May was submitted. The capital outlay form has not been released from the view yet. She contacted Barbara Ramirez at District. Annie received an email stating that the capital outlay form is now due June 30<sup>th</sup> and we will have that submitted. Everything else for May was submitted. The one thing that was due already for June was the 3<sup>rd</sup> grade portfolio. We submitted that June 2<sup>nd</sup>. The rest of the items, the property control list, the financials and attendance update are all due at the end of the month. Ron asked how we can tap into capital outlay funds. Brenda stated that usually Charter schools do not get a share of this money. Annie stated that the money that we receive is very limited and they tend to give this money more to schools that own their site. The state is not crazy about capital outlay being used towards buildings that they don't own because essentially you are taking student money and putting it towards something that you will have no return on. Ron stated that he sees the logic but he would not have printed it that way. Brenda stated she did some research in terms of our reimbursement, how much money we get compared to a regular school. It is pretty comparable, per student, where it lacks is the capital outlay and some of these extracurricular items.



**Board Minutes:** Brenda stated that she knows they got out late and apologized for the delay. She put a motion on the table, minutes for February and April were attached for review, take a few minutes to look at them. No changes were presented. Brenda proceeded with asking if there was a motion to approve the February 27, 2015 and the April 9, 2015 Board meeting minutes.

**MOTION:** Member Brenda Connolly moved to approve and Member Ron Sklaver seconded to accept and approve the February 27, 2015 and the April 9, 2015 Board Meeting Minutes. The motion carried unanimously.

### **OPERATIONS REPORT:**

- Annie stated that we had a very successful end of school year. On the 5<sup>th</sup> we had an end of year celebration. We had one graduating high school senior. We also recognized our graduating Pre-K, 5<sup>th</sup> grade and 8<sup>th</sup> grade students. For our senior, we had a cap and gown and acknowledged them. The parent were invited. Immediately following the ceremony we had a DJ that was paid for by the PTO and had a school dance for the last 2 hours of the day.
- We ended the school year with 91 students which was the same as it was for the April Board meeting.
- End of the year evaluations have been completed for most staff. The Teachers and Teacher Assistants who are working Extended School Year will receive their evaluation in the next week. Twelve month staff will receive their review by the end of the month. At this time, almost all TA's are set to return for next year. One TA is undecided as she would like to find a job that is in line with her degree. Since we are still completing the teacher evaluations, we are not sure how many of those will be returning but we are already interviewing for next year. Brenda stated that this is a significant improvement over last year. We had quite a few non returning TAs.
- We will be running ESY from June 15 to July 9. ESY is 4 ½ hours per day, four days a week for four weeks for a total of 16 days. It's a very brief program but that is equivalent to the County program as well.
- Ron stated that he assumed that some TA's would receive a better evaluation than others. He asked if there were policies and processes in place for counselling out those that might not be appropriate for our school. Annie stated yes. We are working with ADP and they reviewed all of the evaluations and anything scoring below a certain point, we talked about whether or not it is something that we should put them on a performance plan. We discussed whether or not the staff member could be coached or counselled for returning or if it is just staff that don't fit with the FACE model of excellence.
- Our summer program, we are going to hold it here at Mary Help while moving the rest of the campus. Although we are out of here June 30<sup>th</sup>, Mary Help is allowing us to use four classrooms for our summer program. We will be taking all the furniture up from everywhere else except for those four classrooms. We have 33 students in the four classes for summer school. Ron stated that he assumed the state funds that. Annie stated yes, we pay it out and then at the end of summer we submit our



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- cost and they reimburse us. We had to already send them a schedule of what it would look like and give them an outline which has already been approved. Once summer is over we will send over the payroll cost. The Behavior Unit, Tawnya, Amy, and LaToya are teaching a class this summer as a model classroom. The reason they are doing this is to film some of what they do. A lot of times they go into the classroom, they provide coaching and modeling, or in training afterschool, but it is not concrete and doesn't always make sense because it is not in action. They sent home consent forms for all of the students in their class to consent to being videoed but they will film it and use that for training both at the beginning of the year and then as we are developing an onboarding process for staff who are hired throughout the year. The video can be used as training versus just introducing staff to the classroom. They outlined the entire program and they compared it with the behavioral competency for the board for registered behavior technicians and the things that our staff need to know in ABA. Whether it's discrete trials, prompt baiting, different things, they have outlined exactly what they want to target that way they can implement it; functional and communication training. Greg asked if the waiver is written so that it clarifies that the video will be used exclusively by FACE for continuous training purposes and is only an internal resource. Annie stated that we are only intending it for in-house use. Maybe down the road once we fine to our process, we would look at doing things on a larger scale but right now, we only want this to be an in-house phase. Greg stated that we need to see if the waiver states that we can use it for any type of advertising or just internal use. Annie stated that we will send another batch of waivers and ensure that we clarify the language.
- We have been interviewing for next year and have fine-tuned our process. Before people would come in and interview with me and there was no prerequisite. Now they are meeting with the Behavior Unit to discuss ABA, school practices, policies and a tour of the campus. If they feel that they are a candidate that meet the minimum criteria of education and behavior experience, then they move on to an interview with me. It is a multi-step interview process that allows us to screen candidates a lot better now. It is two stages. We were doing three where Amy met with them and then Tawnya but it was a lot of the same questions so they are meeting together with candidates now so Tawnya can ask them questions and Amy can give the ground level experience in the classroom and take detailed notes to provide to me. When we get the application or resume, we are looking at levels of experience, levels of certification and qualification before we even make it to interview. As a result of the FOX 13 interview in April, we have been inundated with really well and highly qualified candidates. People who are contacting us that saw the special and really love the mission of the school and want to be a part of it. In the past we would get, I like kids with Autism but I don't have any certificates. We are getting teachers who are already highly qualified or close to being highly qualified. Ron asked if there is somebody that can provide a service for screening. Annie stated that ADP does but there is a large fee associated with it. We had talked with them initially when we first started with ADP. Travis asked if there is a Teacher involved in the process to see get their perspective on whether or not the candidate can technically handle the students. Annie stated that it does have some merit and what we are doing right now works well enough especially since she is relatively fresh out of the classroom and having worked here, I have that firsthand experience



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- we are asking for but as we get closer to making the final decision bringing a panel of teachers is a good idea. Greg stated that he would definitely recommend having a panel interview. Annie stated that right now it is a time crunch due to the resources and the move but I do think that it is absolutely a good idea and something that, as we develop processes for onboarding that it is something we can do. We want to make sure we are bringing in people who are really qualified and we are striving to meet that. We are figuring out what works and streamlining the process. Brenda stated that last year we had a third party which was the management company that did not really necessarily have a vested state in doing the interviews. One of the things that we need to look at is whether or not the person will fit our team. Are we able to communicate together, teambuilding, are they part of the team.
- Enrollment – We are continuing to accept applications in enrollment. We are getting a lot more every day. The phone rings a lot; we get a lot of interest from events. The new site will be announcing to their congregation this weekend so I have been hesitant to put a lot out on Facebook. We've posted that we are moving and mentioned the address in comments but have not done a huge on-line push until they announce. Once they announce, we will announce and have big push, put it on the website, put it on Facebook and talk about it daily. I think once we have that piece we will see a huge increase in the amount of inquiries and applications that we receive. Ron asked how many do we currently receive. Annie stated that we are currently getting anywhere from 2 to 6 a day. We anticipate once we announce that it would increase to a least ½ dozen to a dozen a day. Not that we can accommodate that many. The amount of calls varies from day to day. We are already at 103 kids on board to attend next year but we do know that every year some commit and don't show up so we are going to over-enroll knowing that we will lose 3 or 4 before August 10<sup>th</sup> or within that first month. Ron stated that the attrition rate before day 1 would typically be 3 or 4 percent. Annie agreed. Brenda stated that it was about 5 percent last year. Greg asked what our capacity is. Annie stated that it is hard to say because what fits in a room doesn't necessarily fit in a FACE classroom because of our program needs. We could safely say 115. It's tight but our ideal would be 110. We will shoot for 115, that way FTE comes in at 110. Brenda stated that FTE is in October so we would need those seats filled by then. Annie stated that we have had some contacts that do not want to commit until they see the new site. Once we get in, we will set-up a model classroom for them to see, we will have a ribbon cutting and open house for them to see. We will also have a press release. Brenda stated that some of our students enroll in September because they enroll them in public school and find that it is not a good fit for their child. Ron stated that in gross numbers we are looking for 12 to 17 more and wanted to know how cramped it would be if we have 116 and would we say no to 116. Annie stated that it would be tight; we would not say no and make it work. Ron stated that on the flip side, 110 would be more comfortable. Greg stated that it was mentioned about teachers talking about the news and wanted to know if there were inquiries on enrollment as a result. Annie stated that the big push was the first week after the news clip. It has tapered off. Most people say that when they Google us or Google schools Autism Florida, our school is the first one that pops up and we have heard a lot of people from out of state say that our school is one of the highest rated Autism schools nationally. Greg stated that we can all help by typing the link in and Google



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FACE it will move us up. He suggested that the FOX clip be posted on the website if it has not been posted. Travis and Annie stated they would work on that. Brenda stated that she will start reaching out to the media again. We may need to look when we get to 110, Annie may come to us and say some of our students have higher needs and we can't get to the extra 5. We will have to start our waiting list and then we can go to the Church and say we need a couple of extra classrooms. Ron asked at what point do you need to start looking at extra space. Is there room on the floor we are taking? Kristin stated that there is room on the 2<sup>nd</sup> floor but the rate will go up because of the HVAC on the 2<sup>nd</sup> floor. Ron stated that they will expect us to pay for the HVAC on the 2<sup>nd</sup> floor. Kristin stated that it would be twice what we are paying now. Ron stated that we need to see at what point do we have enough kids to justify that move. Brenda asked if they run the AC on the 2<sup>nd</sup> floor because there are offices up there, or is that on a separate unit. Kristin stated that she believed there are 18 units. They keep everything on a timer at a certain temperature to keep mold from growing but if they were to occupy areas they would put it cooler than what it is setup for. Brenda stated that what you are bringing up is the feasibility of using the second floor. We need to get in there, build our partnership and assess it when we get to that point. Kristin stated that we should wait until the next Charter. We want to have a waiting list that is valid. Brenda stated that we need to grow and build stability. We want a waiting list of about 25 students and reputation of people wanting to get in here.

### **Update on Move**

- We have begun moving furniture into the new building. We were fortunate to have staff and parents helping out. Yesterday we had four parents, one entire family helping to move. We got a lot done this week. Most of the office and classrooms are packed already so now it is just moving the boxes over. The new site is moving out as quickly as they can. We went over today for the District walk through and the Church was really accommodating for us. It was mentioned that as of June 30<sup>th</sup>, the only rooms that we can have left are the four rooms in the 100 hall that we are having summer school in. We need to have most of the campus moved by the end of the month. We have to be completely out by Sunday, July 12<sup>th</sup>. Brenda stated that we are hoping not to have much left and are contacting people that have trucks and crews that can assist. We are hoping to have people in place to make the move a quick one. Annie stated that we have a moving company that has donated a truck and two guys for two hours so we want to save that for the week. Brenda stated that she has some boys that need service hours. Greg stated that once they announce, what is the process for notifying new parents, open house etc. Annie stated that we will have an open house, contact the media, have a walk through. Brenda stated that she is planning on having a ribbon cutting possibly at the August 13<sup>th</sup> Board meeting and have a reception. All the Board members will be present and we could invite the County Commissioners. We will do a press release and invite the media. FOX said they may be able to come back out to follow-up on the previous story.

### **Financials (Brenda)**

- April Financials – We booked our \$158,000 forgiveness from Quest so that put us at \$145,000 surplus which helps a little with our funding balance.



- Budget – This handout is a working document and has a lot of wish list items on it. I need a lot of feedback before we even vote on it. It has the actual columns through May. The new revenue stream that is 1.7 million and is based on 104 students and what we will absolutely be receiving from the District. Greg stated that we were at 90 something last year and we are expecting 104. How do we judge with the prior year? Brenda stated that we submitted an estimate of 104. They estimate what our revenue will be based on the 104 students and we start receiving that check in July and come October, when we have new FTE count, that number is trued up as well as our revenue check. It has already been submitted. Greg stated that we feel pretty confident on the 104 number. Brenda stated that the only other big number in that is the last one. I have budgeted \$75,000 for fundraising and that might be a little aggressive. To give some background, for this year, we raised close to \$40,000 for the entire year. The \$75,000 goal will be raised through event throughout the year. Ron asked if Pepin was a Charter school or a private school. Annie stated that they are a Charter school but are backed by Pepin Distribution Industries. Kristin stated that they also have Publix involved their vocational program and other businesses support them. Ron stated that Publix is the biggest supporter of Special Olympics. They fund it. I think they would love a pet project like us. Kristen stated that a lot of those decisions are made several months in advance and that could be a problem. Their big financial commitments are part of their budget process so they plan well in advance. Brenda stated that what she is saying is we really need to be focusing on some of the bigger corporation. Greg we need a form letter that can be customized for each organization that we solicit for funds. Brenda stated that she would like to, in October or September, have another Strategic Planning Meeting where we can put together our goals of what we want for the year. Primary goals developed last year and now we can expand. I would like to have Ron lead it again and have us focus on our strengths and see where we need to do our own marketing. We can table this for now and plan a Saturday afternoon to focus on it. Travis asked where the IT budgeting information is on the spreadsheet. Brenda stated that it is on there and just shows the monthly totals. We need to think about what we need in terms of technology.
- Salary – The salaries are pretty consistent with last year. Annie has requested an Admin Assistant. This would be a new position. The other one would be to bump up our Behavior Technician. Annie stated that the staff member is our Behavior Technician that started out interning for free and we hired her on at \$10 per hour which is the TA's rate. She is a Masters level student and will be sitting for her Board Certification in October. She is a tremendous asset to the team and could be potentially be a 3<sup>rd</sup> BCBA once she is Board Certified. Brenda stated that this will bump her up to a salary. Those are the two biggest changes and both of them, the admin assistant we can get at \$35,000 and the BCTA we can get at a discounted rate. She will work full time but we would pay her \$35,000. The admin assistant



would help with organization of the Board, HR items and payroll. This way we can have Kim help with cost analysis on contacts and reports. Greg stated that he would like to see the job descriptions of both Annie and the admin assistant first. I agree that an assistant administrator in the office may be needed but if we are increasing there what is going to happen when we increase from 92 students to 110. Where does that fall in here as far as increasing the budget. Brenda stated that right now what we have in here for salaries is 10 teachers and 15 TA's which is what we currently have. Greg stated that we are talking if we do that increase and we go from 92 there is a budget number and I'm curious how that increase affects it. He asked if it would be 1 or 2 teachers, additional TA's, just curious how many additions. Annie stated that we do not have to add teachers but it would probably need to add 1 to 2 TA's. Brenda stated that right now they are running at about \$17,000. Kristen stated that each student brings in about \$3,000. Brenda stated that the increase would be depend on the level of the student which could be \$4,000-\$6,000. Annie stated that if we are looking at the classroom that would necessitate adding another TA it is more than likely intervention or transition students that are coming in at a higher level. Brenda stated that this all up for discussion. Ron stated that he is with Greg and would like to see the specifics of what the assistant would be required to do. We could look into getting a college student studying the field. Greg asked if you could check with USF to see if there are students that could intern. Ron asked if this is for an Assistant Principal? Annie stated that she did not think we were at the point where we need an Assistant Principal, that would be in another 30 or 40 students. Basically what we are talking about is someone to help with responding to parent emails, to respond to District, someone to research items, assist with grant cycles and writing grants. Also relieving HR. I spend the majority of my day dealing with HR which means my Principal responsibilities happen after 5:00 p.m. or before 5:00 a.m. Brenda stated that she should be walking around. She should be in the classroom. She should be visualizing. Kristin stated that she did not know of any school whose Principal does not have an assistant. Ron stated that he is not against it, he just wants it defined explicitly what she needs so they are looking at the right thing. Brenda stated that they have talked about it and will write it. Ron asked what the action plan is. We don't necessarily need to vote on it. Brenda stated that she is presenting this to work with. The goal of the process right now is that I need to have a Board approved budget so that Annie and Kim can work with so that checks can be cut. This year we had to cut so much and we did not stick to the budget as we should. I would like to give Annie discretion to spend up to \$500.00 for anything that is not necessarily Board approved but anything that comes up greater than \$500.00 will need to be brought to the Board. Greg asked if it was \$500.00 at a time. Benda stated yes. Greg asked how is it accountable as far as keeping track of ensuring that it stays within the confines. We need to ensure checks and balances. Brenda stated that the way we are operating now because cash has been so tight, Kim and I



drafted a cash flow statement, pretty much every expenditure we talk through. There has been no discretionary money. It is basic bills, electric, phone, payroll, Children's Choice. Children's Choice is our therapy contract and is one of our biggest bills. Travis asked if she was having to call Kim every time. Brenda stated that she talks with Kim every day. We cannot be in this situation next year which is why I want to make sure we do all the planning up front so that Annie doesn't have to come to me if it has been Board approved. Kristin asked that when the audit happens with a fine that changes things. Brenda stated that there are two potential audits that were not booked in our financial statements and they go back to 2007 and 2008 which are big dollars. We have had numerous conversations with the District and with the State and are trying to get some kind of resolution so that we address it. I have had numerous conversations with Jenna, these are big dollar audits that none of us have had any impact on. I let her know that if we have to pay them in one year, we will have to close our school. She does not want that to occur. She will work with us. The bottom line is that the District, Hillsborough County, has already paid the State for these audits which I did not realize. We are at everybody's mercy. DOE is trying to work with the District to schedule some kind of appeal and I don't really have a lot of information on those. Ron stated that he hears two things going on here, 1) the Board needs to approve a budget, my question is by when; 2) Until that time, what can the Board do to put some boundaries around giving Annie more discretion until we can approve a budget. These are two distinct things that we are rolling into our conversation. Brenda stated, with terms in regards to the discretion, we haven't had any money. Come July 15<sup>th</sup> when we get our revenue, we will have a little bit more money and she is going to have to make some purchases of curriculum, do we want to hire anybody, etc. I don't know how you want to address that. There is no due date for the budget, we just need to get it done so we can manage the school. We don't submit it to District. Ron stated that we need to establish for ourselves, for good governance, when the budget should be submitted each year and have a budget cycle, kick off here, interim here and final here. Brenda asked if he wanted to put a motion out for that because she is starting to update the bi-laws and it should be in the bi-laws. Ron stated that he puts a motion out there like that out, he has a handful of policies that we are reaching the point where we are mature enough to now turn our attention to those. Brenda stated that we will save that for the Board section and continue or review of the budget. There is really not a lot of discretionary costs in the budget the big one is \$24,000 for curriculum, part of that is classroom supplies. Last year we spend \$20,000 on curriculum which will sometimes get reused. Annie stated that a lot of it can be reused, some of it is consumable. There will be some other things to purchase. Some of the curriculum is on-line subscriptions which will need to be renewed like iReady. There were a few curriculum purchases we wanted last year. We focused on reading and math or reading and writing so there is a great curriculum that we wanted so this year we



- want to make that purchase. Brenda asked, once we make these purchases, what are we looking at next year? Annie stated that it would be about the same because most of it is for on-line renewal. Brenda stated that the other big number is for Children's Choice, our therapy group. I budgeted \$190,000. Is there a way that we can hire staff to do our own therapy. We could probably get a couple of salaried staff for this. It is for occupational and speech/language therapy. Annie estimated that 80 to 85 percent of our students receive either OT or speech. Greg asked how many hours do they do this, is it part-time. Annie stated that there are 2 full time and a couple of part-time staff from Children's Choice. Greg stated that you could hire 3 well paid people full time for that cost. We should consider changing this. Brenda stated that this is one of our biggest bill every month. We had concerns with bringing people on Board. Annie stated that we are currently recruiting for next year and working through the move, we have not had time to work through this. Greg stated we should make this a goal after we finish the transition. Annie stated that is reasonable to work towards. Kristin stated that we need to look into what they make benefit wise verses what they would get working for a public school. There is a reason they like working for the company. Annie stated that it would be beneficial because right now they are not with us during planning times to work with the teachers. Greg stated that he absolutely supports that idea. Brenda stated that the other thing she wanted to point out was the insurance. She budgeted about \$10,000. It is probably under that but is was previously covered by Quest. Brenda stated that she would like to give Annie to hire TA's in at \$9.00 per hour. After 90 days, they get bumped up to \$9.50. After one year, they get \$10.00 per hour. Greg asked if that is equivalent to Hillsborough County. Brenda said yes.
- The Board discussed the remaining line items in the budget. Brenda stated that she and will get will Annie and make revisions.

### **Board Discussion & Action Items**

- Kristin is going to resign. She has been very, very instrumental in getting us to our new location. This was a 6 month project and she communicated with the church and spent a lot of her time on this. We really appreciate her.
- Kavita has indicated that she will not continue with us.
- We have not heard from Laila

### **Board Nomination**

- Brenda stated that she has four new members that she would like to bring on Board. Brenda stated that we should also have a parent liaison as a member of the Board. The nominees are:
  - Member of Riverhills Church of God – To be determined. A vote for this addition will be taken



- Karina Chisholm - Moffitt – She has spent a lot of time in Human Resources and Human Services up North. She was a vocational services manager. I think she could help our teachers develop a stronger vocational program.
- Laura Prather - Managing Direction of a national law firm – Her expertise is employment and labor law. She will send a bio in to us.
- Denia Frasier – She has a personal interest in Autism. Denia stated that she found out about FACE on the Non-Profit Leadership Center of Tampa Bay. She stated that she is a free-lance writer in the area. She has a connection to Autism in college while working on a business proposal project on behavioral therapy. She also has a nephew that was diagnosed on the spectrum.

Brenda put a motion on the table to invite Karina, Laura, and Denia to the Board.

**MOTION:** Member Brenda Connolly moved to approve Karina Chisholm, Laura Prather, and Denia Frasier to the Board. Member Travis Siegfried seconded the motion. The motion carried unanimously.

- Brenda stated that she would like to refine and create some stronger Board rules and governing rules for our meetings. A couple of things that I would like to institute is limit the public participation to two meetings, December and June. We are not required to have those so we will just have them twice a year. There are certain things that I would like to have for discussion and then possibly write them up and present them when we have all our new members to vote on it.
- Brenda stated that she needs a nomination to nominate Travis, all of us actually, to be on the Board.

**MOTION:** Member Ron Sklaver moved that the Board accept the current Board members who have indicated a desire to remain on the Board as Board Members for next year. Member Kristin Bold seconded the motion. The motion carried unanimously.

**MOTION:** Member Ron Sklaver moved to nominate Brenda Connolly to be the Chairman next year and Travis Siegfried to be the Vice Chair next year. Member Brenda Connolly seconded the motion. The motion carried unanimously.

**MOTION:** Member Ron Sklaver moved to make a motion that we make a full Board Commendation on the efforts of the Chair in the past year, and the Director for breaking us off of Quest, getting us ADP, signing the new lease, re-building the relationship with District back on track, starting some real honest to goodness fundraising. Let there be no doubt in anyone's mind of literally bringing us back from the break. There were times last year where I said this isn't going to work and we are coming in this next year



extraordinarily strong and that is largely due to the staff and Board led by Brenda. That is largely due to Brenda and the entire staff and they deserve commendation. Member Kristin Bold seconded the motion. The motion carried unanimously.

- Ron stated that this is certainly not the same Board as last year. We have matured going from putting out fires to managing and hopefully will go from managing to governing which is what the Board is supposed to do. As a result of that we need to get more formal. Among the various policies that the Board should have is to document, do we have an annual meeting which might be called for in the bi-laws, parameters around when it will be held. The budget development cycle, formal approval deadline with some kind of motion of authorizations for the Director and the Chair. A policy around staff evaluations and a cadence for new employees. Policy is not simply saying we are going to do it but putting rules around it. A mandatory Principal evaluation, grievance procedures so that there is a formal way for families in particular, that could state to the school that they disagree with something. A process that families or employees could take. A policy that has parent representation on the Board. Policy on media requests. Policy around conflict resolution. Policy on public records requests. Greg added that we need to do something in regards to Board members who do not participate. We need to have participate in at least 75% of the functions and meetings. We all have a bridge and can call in if they can't be present. I don't believe you should sit on a Board and attend two meetings and be able to put it on your resume'. We only have six meeting, if you can't at least call in, the Board should be able to do something. Brenda stated that if you commit the two years it can be demanding. She stated that she will write this up and present for approval. Annie stated that the employee handbook is being jointly worked on with ADP. There will be one in play when staff returns. The job descriptions are being updated and will be reviewed by ADP.

## **PUBLIC PARTICIPATION**

- Andrea Williams stated that she had two questions. She stated that she emailed Annie about the first question and that she did email me back this morning but I just wanted to be clear. There are some things that I have to complete for the county, like take a couple of classes, you know, to be highly qualified. I just want to make sure that if I complete those things that I am assured a teaching job here at FACE for the 2015-16 school year. After deliberation of who would address this, Brenda stated that she did sit in on the conversation, it was during the teacher evaluation, as discussed back in the fall we have agreements to earn. Everyone had approximately the school year or the year to complete it. One of the discussions was that you still had a couple to do and we had discussed the offer was contingent on completing that. Annie stated that we had several things to address. We had the Agreement to



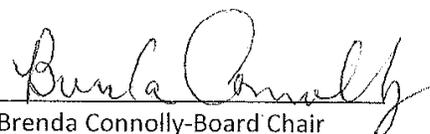
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Earn to address and it stated in the email, once those were satisfied, then we can discuss further because there were some things to address further per the evaluation. Andrea asked, before I spend money to take these things, I wish we would have went over the other things, and that we took that time to go over everything. I don't want to do that and spend all this money and then you all still say, I don't have a job. I really need like a yes or no on that. Annie stated that she did not know if they can give a yes or no right now. Greg stated, individuals in general, if they don't have the certification, they have to be in progress throughout the school year. I believe this is how it was set up to continue that education. It would have to be a continuous effort. Was there a deadline that it had to be completed by? Annie stated yes. Andrea stated, August 1<sup>st</sup>, but what I am saying is, I understand the County thing but other things were never mentioned in our meeting Monday so I have no idea of what. Brenda stated that she understands and that we need to circle back around and have an offline conversation. Andrea stated, okay. Greg stated, I don't think in this situation you would be the only person to be in that scenario. Not every person is going to have everything complete and I don't know how many teachers are working on this but it is probably not an uncommon situation. Andrea asked, if for some strange reason I don't complete those requirements, will I still get the rest of my salary per my contract? Brenda stated, absolutely. And for instance, to give you an example, if someone left in October their monthly rate is a reduced rate because what we do is, technically you're salary but we pro-rate it over 12 months. So when someone leaves in October they actually receive a little bit of extra money because we have to re-evaluate the amount received to true it up through the summer months. We will cover it when we have an offline conversation.

### **ADJOURNMENT**

**MOTION:** Member Brenda Connolly moved and Member Kristen Bold seconded to adjourn the meeting. The motion carried unanimously. Meeting adjourned at 5:21 p.m.

The next Board meeting is scheduled for Tuesday, August 18, 2015 at 5:00 pm.

  
Brenda Connolly-Board Chair