

Meeting Date: April 15, 2020

Approved by:  on 5/28/20.

ATTENDANCE

Name	Name
Ron Sklaver (RS)/ Board Chair	Brooke Rohan/ Staff
Judy Romera (JR)/ Director	Michaelle Leger/ Staff
Sherry Maklary (SM)/ Director	Ashley Sadowski/ Staff
Maynard Harvey (MH)/ Assistant Principal	Ashley Armstrong/ Staff
Sydney Sampson (SS) / Staff	Stacha Morris/ Staff
David Hand (DH)/ Bookkeeper	Rebecca Null/ Staff
Hector Alberty (HA)/ Staff	Samantha Diaz/Parent
Tabitha Chapman (TC)/ Staff	Arturo Silva Lavalle/ Parent
Amy Quesenberry (AQ)/ Staff	Undisclosed Attendee
Tracy McMahon (TM)/Staff	Undisclosed Attendee
Tonia Reva (TR)/ Staff	Undisclosed Attendee
George Radka (GR)/ Staff	Undisclosed Attendee
Blake Draper/ Staff	Undisclosed Attendee
Eva Sherman/ Staff	Undisclosed Attendee
Aida Delgado/Staff	Undisclosed Attendee
Briana Stewart/ Staff	
Joyce Gelinis/Staff	

MEETING LOCATION & TIME:

Building/Room: Zoom Video Conferencing Platform

Actual Start/End: 5:33 PM - 7:04 PM

Meeting Recorder: Hector Alberty (HA), Administrative Assistant to the Principal

I. CALL TO ORDER:

- RS- 5:33 PM Ron Sklaver called the meeting to order. A quorum was met.

II. REVIEW OF PUBLIC NOTICE:

- Posted on Facebook Page
- Posted on School Website
- Posted on ClassDojo



III. APPROVAL OF MINUTES- MARCH 18, 2020 (EMERGENCY BOARD MEETING)

RS- Asked the board directors if they had an opportunity to review March 18th, 2020 Emergency Board Meeting minutes and if there were any concerns. March minutes were not received at this time. Ron asked that those minutes be made available so he can approve them during May's meeting, along with April's minutes.

IV. REPORTS:

a. Review of District Compliance Checklist/Status- RS- Asked MH how FACE was faring in terms of compliance. MH was unable to discuss if FACE was current in terms of compliance; MH will provide further information once he is able to.

b. Review of Financials- DH reported a positive cash flow into the program within the past couple of months; he has no reason to believe that will change. Budget to actual salaries comes out to about even. Debt Service is almost complete; will end in the next coming months. Title I money revenue to entered as reimbursement to expenditures. DH discussed Fiscal Services and what that entails.

- **Instructional Technology-** RS inquired about the plan for providing technology to those students that require it for virtual learning. MH reported that 12 pieces of technology equipment have been issued to families who have requested them and have come to pick them up; there are some who have not come to pick up requested technology equipment at this time. RS inquired if more technology is needed. MH stated that there is no demand at this time to purchase technology for students, however, that technology will need to be purchased for future use. RS asked about the technology purchase plan. MH stated that he has bids but is waiting on a conversation with CB to move forward. MH would like to involve staff in technology conversation. MH suggests cutting a purchase order for technology in May. Discussion will be in May.

c. Operations and Management Review:

- **Employee Turnover Report-** MH- Reviewed March turnovers. MH reported that FACE had one voluntary termination due to the employee not reporting to work. One has not yet been processed; however, it is another voluntary termination due to employee not reporting to work. RS asked MH to address the Turnover Summary document submitted. MH stated that staffing has remained stable for this time.
- **Personnel and Staffing-** RS asked MH if he had anything to address on the Personnel and Staffing document submitted. MH reported that SS and CB are working with teachers who are out of field to gain their required certifications. RS made an observation that FACE bank balances are growing; that items are looking more stable, and asked DH if he sees this trend continuing. DH confirmed this observation; however, he stated that he was unsure how cash flow during the summer would look. MH stated that there should be a reduction in costs as there are no Teacher Assistants and Teachers' pay is pro-rated throughout the school calendar year. MH also stated that this may include a decrease in incoming revenue. Discussion on the prospect of Extended School Year (ESY) commenced. MH reported that no information has been given concerning ESY at this time. RS asked MH when ESY planning occurs. MH stated that he was unsure but will begin investigating this process. JR confirmed that the county has



not yet decided if ESY will take place this summer. RS requested MH to make this an action item. RS stated that he would like to create a board-level Finance Committee to begin considering how to best allocate surplus funds towards various projects (technology, physical needs, repairs, staff wage increases, etc.). RS asked DH to join the committee, DH accepted. RS will take action item towards creating this committee.

V. OLD BUSINESS:

a. Medicaid Billing Update- RS inquired about monthly Medicaid money coming into the program. MH reported that he cannot personally speak to this, as he cannot see the receipts that come in from the district, no breakdown visible within receipts. DH stated that with the change in the amount that is coming in, the program should gain more clarity to the breakdown. DH will work on breakdown of incoming Medicaid monies. RS requested MH to take the action items of Medicaid reimbursement update and a breakdown in monthly payments to the program.

b. Steam Cleaning/Sanitization of School Update- MH reported that he has received several written bids to sanitize the facility (4-5 bids), with total costs ranging between \$4,000 - \$5,000. This include sanitization of classrooms, common areas, offices, Special Events room, hallways, and cafeteria. MH stated that he will make his company recommendation to CB and will present in May's Board of Directors Meeting. MH expressed that he would like to create a plan for ongoing cleaning/sanitization throughout the school year, that he will include in the written bids/quotes. JR agreed and proposed including heightened janitorial cleaning within future budgets. MH will submit to the Board of Directors a detailed listing of what bids will include.

c. Virtual Instructional Plan Update- SS reported after March's spring break, staff set up virtual learning on ClassDojo, Zoom and, YouTube Channels. SS reports good attendance rates; however, there are still some students with low participation/attendance. RS inquired if FACE has reached out to other schools to see how they are structuring their virtual platform. SS states that the behavior department is currently formulating a plan to support families of students who are exhibiting behaviors. Teachers and Teacher Assistants are attempting to stay in contact with families to provide support. GR gave an example of some barriers that his families of experiencing and how he assisted them in overcoming. RS noted a decrease in student attendance on April 10th, 2020, when compared to previous days that week. SS stated that the day is listed as a non-student day on the calendar, as well as a religious holiday, possibly explaining the decrease in attendance. MH asked AQ what attendance looked like before the closure. AQ to have a report with this information for May's meeting. MH reported that learning packets are also being created, printed, and shipped alongside technology distribution (as needed by families). TC suggested looking into Stamps.com to printout postage, to lessen/eliminate trips to post office.

VI. NEW BUSINESS

a. Technology Options for Staff and Students (Title I Funds)- MH reported that he has a proposal on hand for technology items (Chromebooks) that includes computers for teachers, behavior team, office staff, and students. MH stated that he would like to gain additional feedback from staff before proceeding. TM and TR, teachers at FACE, provided their input on the subject. MH to have a recommendation for the Board of Directors in May to move forward with a purchase.



b. Intent to Return for Students- TC reports that she emailed out the Student Intent to Return forms on April 15th, 2020; with a due date of April 24th, 2020. She has already received 23 replies from families and will follow-up with those that have not yet replied. RS asked TC to provide an update in May's meeting.

c. Intent to Return for Staff – MH stated that he will review the process and have an update for the board during May's meeting. MH believes that this will be mid-May.

d. FACE Email Accounts for Students- briefly discussed the current progress in the creation of these email accounts and their intended purpose. No additional questions were asked on this topic at this time.

e. Proposal: New Logo for Florida Autism Center of Excellence- RS asked MH the reasoning behind changing the current logo. MS stated that he contacted a graphic designer to create a new logo as a means of rebranding and refreshing FACE's image. RS opened discussion on thoughts on the logo and in replacing the current one. SM proposed having classes, students, and/or staff submitting designs. RS asked to table approving the proposed logo at this time, as MH seeks additional input and submissions from classes, students, and staff.

f. Proposed Board Meeting Schedule for 2020-2021- RS requested a correction from the proposed meeting date of January 15th, 2021 to January 13th, 2021. RS opened the discussion to board directors for any other additional corrections. None were requested.

- 6:54 PM- RS motioned to approve the proposed Board Meeting Schedule for 2020-2021, pending the correction to the January 2021 meeting date. SM seconded the motion. Motion passes.

g. Safety and Security for School Buildings FY 19/20 Grant- MH reported that he has received a quote on both fence repair and replacement and will have a recommendation for the board during May's meeting. MH believes that there are no current time restraints to have the fence fixed/replaced.

VII. COMMENTS AND ANNOUNCEMENTS:

a. Parent-Teacher Virtual Conferences- SS reported that participation for the virtual conference held on April 10th, 2020, was almost identical to the one held during the winter (physical meeting). Additionally, SS reported that she and RN had held a recorded Zoom meeting for STEAM (Science, Technology, Engineering, Arts, and Mathematics) the same day and have uploaded it onto ClassDojo, as a parent resource.

b. Schoolwide Virtual Field trips- SS reported that classrooms had virtual field trips on April 10th, 2020 to various locations (space, aquarium, etc.). SS stated that this was used as a means to increase student engagement and participation.

c. Final Comments- RS, SM, and JR praised staff members for the hard work they are doing.

VIII. ADJOURNMENT:

- 7:04 PM- RS motioned to adjourn the meeting. SM seconded the motion. Motion passes.



ACTION ITEMS:

Action	Assigned To	Deadline
Compliance Report	Maynard Harvey	May 20, 2020, Board Meeting
Medicaid Reimbursement and Breakdown in Monthly Medicaid Payment to Program	Maynard Harvey	May 20, 2020, Board Meeting
ESY Planning Information	Maynard Harvey	May 20, 2020, Board Meeting
Approval of March 18, 2020 Board Meeting Minutes		May 20, 2020, Board Meeting
Recommendation for Fencing	Maynard Harvey	May 20, 2020, Board Meeting
Approval of 2020 – 2021 Board Meeting Schedule	CMBarron	May 20, 2020, Board Meeting

MOTIONS APPROVED:

Motion	Motion	Seconded
6:54 PM Approve the proposed Board Meeting Schedule for 2020-2021, pending the correction to the January 2021 meeting date	RS	SM
Motion to Adjourn	RS	SM

