

Meeting Date: January 19, 2022

Approved by: Judith Williams on 2/16/2022.

ATTENDANCE

Name	Name
Maynard Harvey (MH)/Principal	Lara Barchard (LB)/Director
Judy Williams (JW)/ Board Chair	Elisabeth Sahhar (ES)/Staff
Margaret Moran (MM)/Director	Tawanna Johnson (TJ)/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/Staff
Hector Alberty (HA)/ Staff	Rebecca Null (RN)/Staff
Amy Quesenberry (AQ)/Staff	Ashley Sadowski/Staff
Aida Delgado/Staff	Jodi Pelletier/Staff
Juliana Giraldo-Isaza (JGI)/Staff	Daijah Porter/Staff

MEETING LOCATION & TIME:

Building/Room: Zoom Video Conferencing Platform

Actual Start/End: 5:33 PM - 6:32 PM

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

I. CALL TO ORDER:

- JW- 5:33PM Judy William called the meeting to order. A quorum was met.

II. REVIEW OF PUBLIC NOTICE:

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

III. APPROVAL OF MINUTES- December 19, 2021.

JW- Asked the board directors if they had an opportunity to review the December 19, 2021, board meeting minutes; they had. JW made a motion to approve the minutes for December 19, 2021, MM seconded the motion, motion passes- 5:33pm.

IV. REPORTS:

- Review of District Compliance Checklist/Status-** MH stated that the current compliance score is 98. FACE will continue to monitor submissions and aim to submit due items prior to any posted deadlines. MH asked the board if any additional questions regarding the district compliance status were had at this time, none were had.

- b. Review of Financials-** MH began by asking the board members if they had a chance to review over the P&L, Cash Flow reports, and accompanying video; they had. MH discussed the deficient of \$9,000.00 that was shown at the end of December 2021. This was attributed to a board approved incentive for employees who could provide proof of vaccination, a portion of which will be reimbursed. MH states that there is a positive cash flow projected for the remainder of the year, minus the month of April due to a third payroll. MM questioned if/why this was not reflected for that month, as it is anticipated and should not show as a deficient for that month. MH believes that it is included, however will look back to ensure that it is. Discussion ensued. MH asked the board if any additional questions, none were had.
- c. Operations and Management-** MH presented the current staffing status to the board. MH asked the board if they had any questions regarding the personnel and staffing report, as well as the ADP new hire/turn over reports; none were had at this time.

○ **Curriculum & Learning Department Report- Sydney Sampson**

- ✓ SS asked the board members to reference the submitted teacher certification report. There are currently two teachers who require board approval for teaching out of field. SS asked the board members if they had any questions regarding these two teachers. MM inquired if they already signed their agreements-to-earn; SS stated that they had and have already begun the process. MM made a motion to approve out-of-field teacher, Reiby Balbi, JW seconded the motion, motion passes-5:37pm. MM made a motion to approve out-of-field teacher, Brandon Hunter, JW seconded the motion, motion passes-5:37pm. SS provided an update on two of FACE's substitute teachers who had submitted applications to the department of education; they have received their statements of eligibility and have signed their agreements-to-earn. SS will present them for board approval at next month's board of director's meeting. SS stated that there is one teacher who has an upcoming expiring agreement-to-earn in February, however they are confident that they will meet their obligations before their deadline. SS discussed the middle-of-the-year progress monitoring that is underway, which is also a ChartersLink submission item due mid-February. SS touched upon activities planned for Literacy Week (beginning week of 01.24.2022). SS asked the board if any additional questions were had, none were had.

○ **Assistant Principal- Elisabeth Sahhar**

- ✓ ES provided an update on the status of Project Search. This included a meeting with a representative of Pepin Academy and are in talks of creating a Memorandum of Understanding (MOU) for the upcoming program to be presented at February's board meeting for approval. Cost for the teacher and aide would be split between both F.A.C.E. and Pepin, however FTE counts would remain separate. ES touched upon enrollment and the creation/opening of a Pre-Kindergarten classroom this week. MH asked the board if any additional questions were had, none were had.

- **Principal- Maynard Harvey**
 - ✓ MH asked the board to turn their attention to the two provided draft calendars. These were presented as a point of discussion and no formal approval is being requested at this time. One calendar follows that of the Hillsborough County's 2022-2023 student calendar, and the other of Pepin Academy, which aligns with that of a "year-round" model. MH has present both calendars to FACE staff members as a point of discussion and to gain feedback. Discussion ensued. Questions regarding the additional "breaks" on the Pepin Academy calendar were had, and parents'/guardians' ability to find childcare. JW inquired about the impact that a "year-round" calendar would have on staff member, specifically hourly employees. MM inquired about the possibility of providing additional programming for students during the proposed breaks on the "year-round" calendar. MH discussed the upcoming FTE Week student counts, the week of February 7th-11th. MH asked the board if any additional questions were had, none were had.

- **ESE Department Report- Rebecca Null**
 - ✓ RN stated that the ESE department is currently preparing for the next FTE counts. RN shared that the ESE department was able to team up with vocational/transitional classroom to conduct a canned food drive this past December of which were donated to the local food pantry. RN asked the board if any additional questions, JW inquired how the ESE department was fairing with IEPs; RN stated that the department is working diligently to ensure that IEPs are being completed on time.

- **Data Processor Report- Amy Quesenberry**
 - ✓ AQ stated that F.A.C.E. is currently at 148 students, with an offer currently out to get to 149. AQ stated that there are 3-5 more potential student applications in the process and is highly optimistic that F.A.C.E. will achieve 150 by FTE week student counts. AQ shared that there is high interest in enrollment for the upcoming year, which would offset the graduation of many of our students. MM inquired about the status of F.A.C.E.'s Medicaid application. AQ stated that Maynard Harvey's fingerprints were just accepted, and that Judy William's and hers (Amy Quesenberry's) fingerprints were just done. F.A.C.E. is just waiting for the application to be approved at this time.

- **Behavior Department Report- Juliana G.-I.**
 - ✓ JI shared that the behavior department had recently conducted a successful skills training on discrete trail teaching with staff members during January's professional development day. A secondary skills training on data collection will be conducted during February's professional development day. JI stated that three Safety Care trainers successfully passed their annual recertification on the 13th of January, with two new trainers slated to complete their initial trainer training at the end of January/beginning of February, which will bring the total number of Safety Care Core trainers to five, the total number of Advance trainers to four, and the total number of School-Aged Children to four. JI shared that RBT certification is continuing, a number of staff have recently completed their online 40-hour coursework and will soon begin their competency assessments. JI

reports that no holds/restraints have had to be implemented since students returned from their winter break. Lastly, JI discussed the upcoming spirit week event that will coincide with FTE week to promote student attendance on those respective days.

V. OLD BUSINESS:

N/A

VI. NEW BUSINESS

- **Proposed Financial Procedures (Required Charter Renewal Item):** MH discussed the recommendations that were provided by the school district’s finance office representative that were presented during the charter renewal process. Proposed revisions for board approval can be found on page 17 of the “F.A.C.E. Internal Control Procedures” document, under the section labeled “Fixed Asset Control”. Discussion ensued. MM expressed that this seemed overreaching, however agreed to the inclusion of these revisions if it was necessary. JW presented a motion to adopt the Fixed Asset Control revisions on page 17 for the charter renewal, pending the correction of grammatical errors, MM seconded the motion, motion passes- 6:28PM.
- **Proposed 2021-2022 ESY Calendar:** MH stated that the proposed dates for ESY 2021-2022 are June 6, 2022-June 30,2022. MH to provide the board with a more detailed calendar at a later date. Official vote to be requested at a later date.

VIII. ADJOURNMENT:

- 6:32 PM- JW asked for a motion to adjourn the meeting. LB presented a motion to adjourn; MM seconded the motion. Motion passes.

ACTION ITEMS:

Action	Assigned To	Deadline
N/A	N/A	N/A

MOTIONS APPROVED:

Motion	Motion	Seconded
Approval of December 19, 2021, Board Meeting Minutes- 5:33pm.	JW	MM

Approval of Out-of-Field Teacher - Reiby Balbi - 5:37pm	MM	JW
Approval of Out-of-Field Teacher – Brandon Hunter - 5:37pm	MM	JW
Proposed Financial Procedures (Required Charter Renewal Item)- 6:28pm.	JW	MM
Motion to Adjourn- 6:32pm.	LB	MM