

Meeting Date: January 18, 2023

Approved by: *David K. Williams* on 2/15/2023.

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## ATTENDANCE

Name	Name
Judy Williams (JW)/ Board Chair	Lara Barchard (LB)/Director
Aida Delgado/Staff	Karen Kelley (KK)/Staff
Juliana Giraldo-Isaza (JGI)/Staff	Amy Quesenberry (AQ)/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/Staff
Hector Alberty (HA)/ Staff	Rebecca Null (RN)/Staff
Melissa Wenzlick (MW)/ Bookkeeper	Jodi-Lyn Pelletier/Staff

### **MEETING LOCATION & TIME:**

**Building/Room:** Microsoft Teams Video Conferencing Platform

**Actual Start/End:** 5:30PM– 6:02PM

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

### **I. CALL TO ORDER:**

- JW- 5:30PM 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 School Premises

### **III. APPROVAL OF MINUTES- December 21, 2022.**

JW- Asked the board directors if they had an opportunity to review the December 21, 2022, board meeting minutes; they had. JW made a motion to approve the minutes for December 21, 2022. LB seconded the motion, motion passes- 5:31pm.

### **IV. REPORTS:**

- Review of District Compliance Checklist/Status-** SS stated that FACE’s 2022-2023 district compliance score currently is 97 and that all upcoming submission items will continue to be monitored and submitted. SS asked the board if any additional questions regarding the district compliance status were had at this time; none were had.
- Review of Financials-** SS asked MW to discuss/address this month’s financial report, and any concerns that may be had. Discussion ensued. JW thanked MW for the reports that she had made available and asked MW if she had received previously submitted monthly financial reports, so she could have a clearer understanding of the specific reports being

requested. MW stated that she had not but would like them so she could send the exact reports the board is looking for. Discussion ensued regarding the date perimeters that the board would like these reports to encompass. JW to send MW the previously submitted financial reports so she could base further reports to mimic them, in terms of format. MW provided the board with additional items/tasks that she is currently working on. Discussion ensued. SS stated that she had written down a pending preliminary board workshop meeting to occur on February 15<sup>th</sup> around 6:30pm. Discussion ensued. JW confirmed preliminary board workshop date of February 15<sup>th</sup> at 6:30pm.

**c. Operations and Management-** SS presented the staffing status to the board, along with the monthly generated new hire and termination reports. SS discussed the staffing changes due to recent teacher and instructional assistant vacancies. SS is working with Applied Business Solutions to coordinate new applicant interviews currently. SS discussed the newly hired food service coordinator.

○ **Medicaid Billing- Amy Quesenberry**

✓ AQ reported that she is working with the Agency for Health Care Administration (AHCA) to gain information on when FACE will be able to submit billing for this current school year. AQ stated that she is receiving conflicting information from several representatives regarding who has been cleared and who has not. AQ received therapy notes the day prior and will continue to attempt billing for the last school. Discussion ensued. AQ to update the board once any additional progress is made.

○ **Assistant Principal/Curriculum-Learning Department Report- Sydney Sampson**

✓ SS reported that FSAT testing is underway. Report Cards, Progress Reports, and Attendance Alert Letters will be sent out this upcoming Friday. Discussion ensued. SS asked if the board had any additional questions for her, none were had at this time.

○ **ESE Department Report- Rebecca Null**

✓ RN stated that the ESE department continues to monitor and conduct any/all upcoming IEPs and transfers, with January being particularly busy. SS shared that a site visit was conducted and that the ESE department was in compliance regarding IEPs. The only major feedback involved reevaluations. RN asked if the board had any additional questions for her, none were had at this time.

○ **Data Processor- Karen Kelly**

✓ KK reported that the current student enrollment count is 158; six student withdrawals since the last board meeting and two new students onboarded. Enrollment meeting is scheduled for this upcoming Friday to discuss applicants. KK stated that the goal is to reach 160 students prior to February's FTE count. Discussion ensued. KK asked if the board had any additional questions for her, none were had at this time.

- **Behavior Department- Sydney Sampson**

- ✓ SS stated that Juliana G.-I. is not in attendance for this board meeting. SS reported that the behavior department has met with the new hires and had begun Safety Care Core training with them. SS asked the board if they had any behavioral questions that she could pass along to Juliana G.-I., none were had at this time.

**V. OLD BUSINESS:**

N/A

**VI. NEW BUSINESS**

N/A

**VIII. ADJOURNMENT:**

- 6:02PM- JW asked for a motion to adjourn the meeting. JW presented a motion to adjourn; LB seconded the motion. Motion passes.

**ACTION ITEMS:**

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

**MOTIONS APPROVED:**

Motion	Motion	Seconded
Approval Of Minutes: December 21, 2022- 5:31pm.	JW	LB
Motion to Adjourn- 6:02pm.	JW	LB