

Meeting Date: February 15, 2023

Approved by: Paul K. Williams on 3/22/23.

ATTENDANCE

Name	Name
Judy Williams (JW)/ Board Chair	Lara Barchard (LB)/Director
Aida Delgado/Staff	Margaret Moran (MM)/Director
Juliana Giraldo-Isaza (JGI)/Staff	Catherine Fancher/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/Staff
Hector Alberty (HA)/ Staff	Rebecca Null (RN)/Staff
Melissa Wenzlick (MW)/ Bookkeeper	Sarah Howard-Wilms (SHW)/Staff

MEETING LOCATION & TIME:

Building/Room: 6310 E. Sligh Ave. Tampa, FL 33617; Room #131 & Microsoft Teams Video Conferencing Platform

Actual Start/End: 5:36PM– 6:47PM

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

I. CALL TO ORDER:

- JW- 5:36PM 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- January 18, 2023.

JW- Asked the board directors if they had an opportunity to review the January 18, 2023, board meeting minutes; they had. JW made a motion to approve the minutes for January 18, 2023. LB seconded the motion, motion passes- 5:37pm.

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 mentioned that the district representatives who had conducted FACE’s site visit were pleased at FACE’s submission compliance rate. SS asked the board if any additional questions regarding the district compliance status were had at this time; none were had.

- b. Review of Financials-** MM asked if FACE was “backed” because January’s payment hadn’t been issued yet. MW confirmed this to be correct and has since balanced the report. MW stated that she had some difficulty accessing QuickBooks, but has since been able to access it. No other questions were had regarding the financials at this time. MW discussed the district financial report. Discussion ensued. JGI inquired if the board was aware of stipends to be paid to the Safety Care Trainers at the end of the school year. JW stated that she was aware of this.
- 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 updated the board of one known teacher resignation and three new IA hires. SS continues to work with Applied Business Solutions to coordinate new applicant interviews. Discussion ensued. SS discussed FACE’s Annual Site visit, Food Service visit, and FTE/Spirit week results with the board. JW asked SS if any assistance was needed from the board regarding the Annual Site visit results/feedback. Discussion ensued.
- **Assistant Principal/Curriculum-Learning Department Report- Sydney Sampson**
 - ✓ SS reported that there is currently one notice of resignation that she is aware of from a teacher. A substitute has been identified to lead the classroom, as continued efforts to hire a certified teacher for that vacancy continues. SS has no current updates for certification agreements-to-earn for new teachers at this time. MM asked if reminders were being sent out to those with current agreements-to-earn. Discussion ensued. MM inquired about RBT training and current statuses. JGI stated that she has a handful of individuals currently going through the 40-hour module training, and others going through their initial competency assessment. JGI discussed some barriers currently being faced, such as some staff members not meeting competency.
 - **ESE Department Report- Rebecca Null & Sarah Howard-Wilms**
 - ✓ RN shared that the annual site visit was conducted, feedback was provided regarding evaluations. RN expressed FACE’s dependence on district personnel (Social Worker, Psychologist, etc.) and how this causes some deadlines not to be met. SHW stated that all IEPs were conducted, and documentation had prior to FTE week. Discussion ensued.
 - **Data Processor- Sydney Sampson**
 - ✓ SS stated that Karen Kelley is not in attendance for this board meeting. SS reported that the current student enrollment count during FTE week was 159; this reflects the unexpected withdrawal of one student the week prior to FTE counts. Discussion ensued. Next enrollment meeting is set for the week of the 19th, and discussions will consist of current enrollment projections for the next school year. SS asked if the board had any additional questions for her. MM asked if other schools around the area are aware of FACE and the population that we serve. SS stated that FACE does have

partnerships/relationships with several schools who service the same population. Discussion ensued regarding community outreach and engagement.

○ **Behavior Department- Juliana Giraldo-Isaza**

- ✓ JGI reported that the behavior department continues to conduct Safety Care Core training with new hires. JGI discussed Safety Care Trainers not getting recertified in the School-Aged Children module and the creation of a FACE mat blocking protocol. This will allow for a more focalized and relevant training protocol for the FACE environment.

V. OLD BUSINESS:

N/A

VI. NEW BUSINESS

- **Approval of Proposed SY2023-2024 Student Calendar:** SS presented the board with the proposed SY2023-2024 Student Calendar and asked if they had any questions, comments, or concerns. SS stated that the only major change proposed is making two, out of the six early release days, into late start days; students begin to arrive at 11:00am. Discussion ensued. Concerns regarding the late start days were had, SS asked if the proposed calendar would be more accepted if those proposed days were changed to early release days. The board expressed that changing those two proposed days back to early release days would be more beneficial to families as the routine is already known. Discussion ensued regarding proposed events throughout the year. SS expressed that common issues of staffing and pay are barriers faced. The board asked if comp. time could be issued. Discussion continued. MM presented a motion to approve the proposed SY2023-2024 Student Calendar, pending the change of the proposed two late-start days back to early release days. JW seconded the motion, motion passes- 6:38pm.
- **Approval of Proposed SY2023-2024 Board of Directors Meeting Schedule:** SS presented the board with the proposed SY2023-2024 Board Meeting Calendar and asked if they had any questions, comments, or concerns. LB inquired about the proposed February 14, 2024 board meeting date being on Valentine's Day. Date to be changed to February 21, 2024. SS asked the board if any additional changes were identified, none were.
- **FACE Finance, Accounting, Internal Control Procedures (Discussion):** SS presented the board with FACE's current Finance, Accounting, Internal Control Procedures manual, that was submitted to the district. This is a procedure manual that requires annual review, revision, and approval by the board. SS is asking that the board vet through the document and make any recommended edits to it for future board approval.

VIII. ADJOURNMENT:

- 6:47PM- 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
Review and Edit of FACE Finance, Accounting, Internal Control Procedures	Board Members, Sydney Sampson, Melissa Wenzlick	March 22, 2023

MOTIONS APPROVED:

Motion	Motion	Seconded
Approval Of Minutes: January 18, 2023- 5:37pm.	JW	LB
Approval of Proposed SY2023-2024 Student Calendar- 6:38pm.	MM	JW
Motion to Adjourn- 6:47pm.	LB	MM