

Meeting Date: March 22, 2023

Approved by: Justin R. Williams on 4/19/23.

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## ATTENDANCE

Name	Name
Judy Williams (JW)/ Board Chair	Lara Barchard (LB)/Director
Aida Delgado/Staff	Margaret Moran (MM)/Director
Juliana Giraldo-Isaza (JGI)/Staff	Christine Traynor/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/Staff
Hector Alberty (HA)/ Staff	Rebecca Null (RN)/Staff
Melissa Wenzlick (MW)/ Bookkeeper	Karen Kelley (KK)/Staff

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

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

**Actual Start/End:** 5:32PM– 6:27PM

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

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

- JW- 5:32PM Judy William called the meeting to order. A quorum was met.

### **II. REVIEW OF PUBLIC NOTICE:**

- Posted on School Website
- Posted on School Premises

### **III. APPROVAL OF MINUTES- February 15, 2023.**

JW- Asked the board directors if they had an opportunity to review the February 15, 2023, board meeting minutes; they had. JW made a motion to approve the minutes for February 15, 2023.

MM seconded the motion, motion passes- 5:33pm.

### **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.
- Review of Financials-** SS asked MW to be available to address any board member questions regarding the financial report submitted. JW asked if any FTE monies for FACE’s projection overage in student counts had started being paid back yet. MW stated that no FTE monies for that projection overage in student counts had been paid as of yet, however that she had contact a district representative, Carolyn Johnson, to see if an update was available and is waiting on a response. SS shared that the administrative team has been able to complete a

draft 2023-2024 school year budget. SS will share that draft with the board members via email shortly after the board meeting concludes. Discussion ensued. Tentative board workshop meeting will occur in May, date and time to later be decided upon. SS asked MW and the board if any additional questions were had at this time. MW asked if the one report that she had submitted was sufficient, MM asked that all the financial reports be sent going forward. MW stated that she will send the board members the remaining financial reports for the month of February shortly. SS asked that MW and her connect to discuss the draft 2023-2024 school year budget. Discussion ensued.

**c. Operations and Management-** SS presented the staffing status to the board, along with the monthly generated new hire and termination reports. SS shared that three new staff members were hired in the month of February and two in the current month of March, with only one termination. This results in no current vacancies at this time.

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

✓ SS stated that there are no current updates for certification agreements-to-earn for new teachers at this time. SS informed the board of a memo sent by the district. The Hillsborough County school system has extended all agreements-to-earn from this current school year into the next school year. Discussion ensued. MM asked about the status of FACE's teachers' agreements-to-earn. SS stated that this extension would only affect the teachers who were hired this school year, beginning on August 10, 2022. Discussion ensued.

○ **ESE Department Report- Rebecca Null**

✓ RN stated that the ESE department continues to conduct annual IEPs and is preparing for the upcoming Extended School Year (ESY) program that begins at the end of May 2023. RN shared that the cloud-based data collection system that FACE uses will not be available/offered come August 2023, due to the business closing. Discussion ensued. RN stated that the administrative team is currently looking in several potential replacements. MM asked if RN could send the board the name and the business contact of FACE's current data collection software provider.

○ **Data Processor- Karen Kelley**

✓ KK reported that the current student count is 157. There are 3 anticipated student withdrawals that may occur from now until the end of the current school year. KK stated that there are still some potential students on the waitlist and FACE continues to accept new applications. KK discussed FACE's upcoming fundraiser, Missing Piece. Discussion ensued. KK asked the board for any assistance that they may be able to provide in locating a vendor or business that would like to participate in the "Matching Tuesday" proportion of the Missing Piece campaign. MM stated that she is waiting on some flyers/promotional items from FACE so that she can provide it to an already located business, and already has an anonymous individual who will match up to \$1000.00. KK/SS to provide the board with those promotional items. Discussion ensued

regarding the focus of this fundraiser. The focus of this fundraiser will center around building repair(s) and furnishing. SS shared the student interest to return Survey Monkey results and that FACE has a 97% student return rate for next year.

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

- ✓ JGI provided an update on the students return to school from the spring break. JGI shared that FACE currently has 13 certified RBTs on staff. This is caused to both staff resignations and some certificate expirations. JGI stated that she would like to make the criteria in selecting who is eligible to receive RBT training through FACE contingent on a staff member's punctuality and attendance rates. JGI's goal is to reach 20 RBT certified staff members on staff by the end of the school year. JGI provided an update and discussed the current status of training another FACE staff member to become a Safety Care Trainer for the 2023-2024 school year. Discussion ensued. JGI asked if the board had any questions for her, none were had at this time.

**V. OLD BUSINESS:**

N/A

**VI. NEW BUSINESS**

- **Approval of Proposed SY2023-2024 Extended School Year (ESY) Calendar:** SS presented the board with the proposed SY2023-2024 Extended School Year (ESY) Calendar and asked if they had any questions, comments, or concerns. Discussion ensued regarding the student dismissal start time. SS to change the student dismissal start time to reflect 12:15pm. Discussion continued. RN to reach out to her district contact to see if there is a mandated amount of student hours/minutes required for ESY. JW presented a motion to approve the proposed SY2023-2024 Extended School Year (ESY) Calendar. MM seconded the motion, motion passes- 6:15pm.
- **Revision of Timekeeping Policy:** SS asked the board to refer to the proposed Timekeeping Policy revision document. Discussion ensued regarding the rational to change the wording of FACE's current timekeeping policy. MM asked if this proposed revision went through Applied Business Solution's HR department. SS confirmed that it did. Discussion continued. MM presented a motion to approve the proposed revision of the timekeeping policy. JW seconded the motion, motion passes- 6:23pm.

**VIII. ADJOURNMENT:**

- 6:27PM- JW asked for a motion to adjourn the meeting. JW 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 Minutes: February 15, 2023- 5:33pm.	JW	MM
Approval of Proposed SY2023-2024 Extended School Year (ESY) Calendar- 6:15pm.	JW	MM
Approval of Revision of Timekeeping Policy- 6:23pm.	MM	JW
Motion to Adjourn- 6:27pm.	JW	MM