



Meeting Date: June 21, 2023

Approved by: Justin K. Williams on 7/26/23.

ATTENDANCE

Name	Name
Judy Williams (JW)/ Board Chair	Lara Barchard (LB)/Director
Margaret Moran (MM)/Director	Sydney Sampson (SS)/Staff
Juliana Giraldo-Isaza (JGI)/Staff	Tabitha Chapman/Staff
Sarah Howard-Wilms (SHW)/Staff	Karen Kelley (KK)/Staff
Melissa Wenzlick (MW)/ Bookkeeper	Susette Troche Silva/Staff
Rebecca Null/Staff	Aida Delgado/Staff

MEETING LOCATION & TIME:

Building/Room: Microsoft Teams Video Conferencing Platform

Actual Start/End: 5:35PM– 7:30PM

Meeting Recorder: Karen Kelley (KK), Administrative Assistant

I. CALL TO ORDER:

- JW- 5:35PM Judy Williams 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- May 17, 2023.

JW- Asked the board directors if they had an opportunity to review the May 17, 2023, board meeting minutes; they had. MM made a motion to approve the minutes for May 17, 2023. LB seconded the motion, motion passes- 5:36pm.

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 called upon MW to address any board member questions regarding the financial report submitted. MW stated that everything is running smoothly. Discussion ensued.
- Operations and Management-** SS presented the staffing status to the board, along with the monthly generated new hire and termination reports. SS formally announced

that Sarah Howard-Willms is the new Assistant Principal. Discussion ensued regarding classroom renovations.

- **Assistant Principal/Curriculum-Learning Department Report**

- ✓ SS stated that there is nothing to vote on this month regarding certification. There are 8 teacher vacancies. The positions have been posted and we have started the interviewing process. Discussion ensued.

- **ESE Department Report**

- ✓ RN stated that the ESE is prepping for the next school year. We are preparing the new data collection program. We are restructuring and therefore revising processes. Discussion ensued.

- **Data Processor**

- ✓ SS stated that enrollment is at 146 students. SS formally introduced the new Data Process and Enrollment Specialist, Susette Troche-Silva. Discussion ensued.

- **Behavior Department**

- ✓ SS reported that JGI wanted to share that behavior is working towards completing everything from the last school year and focusing on some of the processes and making sure that they are more efficient for the next school year. Discussion ensued.

V. OLD BUSINESS:

N/A

VI. NEW BUSINESS

- **Proposal of 2023-2024 Salary Schedule***

- ✓ SS presented to the Board the proposed salary schedule in to provide staff with a that the salary schedule. Discussion ensued. SS stated that we will take the substitute teacher off the proposed salary schedule because substitute teachers are not salary, so that the Board can still vote on the salary schedule with the deletion. We will work on something separate for substitute teachers and bring that to the Board at a later date. JW made a motion to approve the Proposed 2023-2024

Salary Schedule provided all references to substitutes are removed, MM seconded the motion, motion passes-6:37pm.

- Proposal of 2023-2024 Budget*
 - ✓ SS presented to the Board the proposed budget for the 2023-2024 school year. Discussion ensued. MM made a motion to approve the proposed 2023-2024 Budget, JW seconded the motion, motion passes-6:42pm.
- Discussion of 2023-2024 Employee Handbook and Parent/Student Handbook
 - ✓ SS presented information regarding the 2023-2024 Employee Handbook and Parent/Student Handbook. The Board was asked to review the handbooks and notify the administrative team if they have any concerns or additional input. These items will be presented at a later date.
- Discussion for 2023-2024 Insurance Renewal
 - ✓ SS updated the Board on the status of the renewal application for insurance. Discussion ensued.
- Discussion for 2023-2024 Food Services Program
 - ✓ SS informed the Board that the District is no longer sponsoring Charter schools for food service in the new school year. They will still provide the food. The District will bill us for all meals being delivered and we will have to seek reimbursement from the Federal Government. Discussion ensued.
- Discussion for Revision of Finance and Accounting and Internal Control Procedures
 - ✓ SS stated that we found a document regarding finance and accounting procedures. The team is in the process of reviewing and updating. We will bring it to the Board at a later date for approval.
- Discussion of 2023-2024 Fundraising Goals
 - ✓ SS presented information regarding a fundraising plan for the 2023-2024 school year. Discussion ensued.

VIII. ADJOURNMENT:

- 7:30PM- JW made 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: June 21, 2023- 5:35pm.	MM	LB
Approval Of Proposed of 2023-2024 Salary Schedule (provided all references to substitutes are removed) – 6:37pm.	JW	MM
Approval of Proposed of 2023-2024 Budget – 6:42pm.	MM	JW
Motion to Adjourn- 7:30pm.	JW	MM