



Meeting Date: July 26, 2023

Approved by: Justin L. Williams on 8/16/23.

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## 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	Aida Delgado/Staff
Rebecca Null/Staff	-

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

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

**Actual Start/End:** 5:33PM– 6:08PM

**Meeting Recorder:** Karen Kelley (KK), Administrative Assistant

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

- JW- 5:33PM 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- June 21, 2023.**

JW- Asked the board directors if they had an opportunity to review the June 21, 2023, board meeting minutes; they had. MM made a motion to approve the minutes for June 21, 2023. LB seconded the motion, motion passes- 5:34pm.

### **IV. REPORTS:**

- Review of District Compliance Checklist/Status-** SS stated that district compliance score went down slightly and currently is 86. It is primarily due to the insurance requirements being submitted late. The score will go up as the year progresses and items are submitted early. Discussion ensued regarding insurance information.
- Review of Financials-** SS called upon MW to address any board member questions regarding the financial report submitted. MW stated that financials were from the end of June for the last budget year. There is also a budget spreadsheet for the new school year with expenses listed as they occur. 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 stated that attendance is at 145. The enrollment team is meeting and offers will be extended in order to reach our goal of 150.

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

✓ SS stated that there are 23 teaching assignments this year. There are 6 teacher vacancies that are currently being filled by substitute teachers. The positions have been posted and interviews are being scheduled to try to fill the substitute positions.

○ **ESE Department Report**

✓ RN stated that the ESE has hired Tanisha Manning, who was previously a teacher at FACE, who is now going to be in the new ESE Manager position. We have been working together to establish a system and figure out how it is going to go this year. We are working on pre-planning and getting all the new teachers trained. We purchased AbleSpace. Julianna and I met with the AbleSpace representatives that we work with, and they are going to be conducting the staff training for us. We ran into a couple of hiccups, pointed it out to them, and they are going to build the features needed into the system. They are making specific algorithms for us. Discussion ensued.

○ **Behavior Department**

✓ JGI stated that there are many team members that have committed to earning certification. I have completed two competency assessments, and one person that is missing a few modules. We continue to work with staff to have them complete their RBT certification. Discussion ensued.

**V. OLD BUSINESS:**

a. Proposal of 2023-2024 Employee Handbook\*

✓ SS presented information regarding the 2023-2024 Employee Handbook. Discussion ensued.

JW made a motion to approve the 2023-2024 Employee Handbook. MM seconded the motion, motion passes- 6:01pm.

b. Proposal of 2023-2024 Parent/Student Handbook\*

✓ SS presented information regarding the 2023-2024 Parent/Student Handbook. Discussion ensued.

JW made a motion to approve the 2023-2024 Parent/Student Handbook. LB seconded the motion, motion passes- 6:03pm.

c. Proposal of 2023-2024 FACE Wellness Policy\*

- ✓ SS presented information regarding the 2023-2024 FACE Wellness Policy. Discussion ensued.

LB made a motion to approve the 2023-2024 FACE Wellness Policy. MM seconded the motion, motion passes- 6:08pm.

**VI. NEW BUSINESS**

None

**VIII. ADJOURNMENT:**

- 6:14PM- LB made a motion to adjourn; JW seconded the motion. Motion passes.

**ACTION ITEMS:**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
N/A	N/A	N/A

**MOTIONS APPROVED:**

<b>Motion</b>	<b>Motion</b>	<b>Seconded</b>
Approval Of Minutes: July 26, 2023- 5:34pm.	MM	LB
Approval of Proposed 2023-2024 Employee Handbook - 6:01pm.	JW	MM
Approval of Proposed 2023-2024 Parent/Student Handbook - 6:03pm.	JW	LB
Approval of Proposed 2023-2024 FACE Wellness Policy - 6:08pm.	LB	MM
Motion to Adjourn- 6:14pm.	LB	JW