



Meeting Date: October 18, 2023

Approved by: *Paul R. Williams* on 11/15/23.

ATTENDANCE

Name	Name
Judy Williams (JW)/ Board Chair	Sydney Sampson (SS)/Staff
Lara Barchard (LB)/Director	Tabitha Chapman (TC)/Staff
Juliana Giraldo-Isaza (JGI)/Staff	Karen Kelley (KK)/Staff
Sarah Howard-Wilms (SHW)/Staff	Aida Delgado (AD)/Staff
Rebecca Null (RN)/Staff	Susette Troche Silva (ST)/Staff
Tanisha Manning (TM)/Staff	Angeline Lojo (AL)/Staff

MEETING LOCATION & TIME:

Building/Room: Microsoft Teams Video Conferencing Platform

Actual Start/End: 5:34PM–6:54PM

Meeting Recorder: Karen Kelley (KK), Administrative Assistant

I. CALL TO ORDER:

- JW- 5:34PM 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- September 20, 2023, Board Meeting.

JW- Asked the board directors if they had an opportunity to review the September 20, 2023, board meeting minutes; they had. JW made a motion to approve the minutes for September 20, 2023, board meeting. LB seconded the motion, motion passes- 5:35pm.

IV. ADMINISTRATIVE REPORTS:

- a. Principal Report on FTE Survey 2** - SS stated that we hit our FTE number at 152. We budgeted for 150 and came in at 152. We also saw some really good attendance from our students. We did an attendance challenge for the families, and we had 63% perfect attendance for our students during FTE. There were also no ESE errors.
- b. Operations and Management**- SHW we have been operating smoothly. With FTE last week, we did a staff appreciation every day. We had some of the best staffing days during FTE. We will make another push to get certified teachers to fill the classes with subs. We have a couple of events coming up in the next few weeks. We have a fall festival next Friday and Trunk or Treat on the 31st. We are reviewing the printer lease with Sissines and working to become more cost effective. We are doing a paperless challenge with our teachers to see how they can print less paper and use a more multi-modal of instruction for our kids. Discussion ensued.

- c. **Review of Enrollment** – SS stated that she mentioned that the FTE count was at 152. We know of 2 students that are moving, which will bring us down to 150. We will look at the waitlist as it gets closer to the February FTE. We are comfortable, administratively, at 150 and will monitor closely.
- d. **Review of District Compliance** - The District Compliance score is at 91%. Discussion ensued.
- e. **Review of Monthly Financials**- MW stated that she sent two sheets from QuickBooks and then sent an email with an excel spreadsheet. Discussion ensued.

V. DEPARTMENT REPORTS

- a. **Curriculum** - SS stated that the specials programs newsletters are available for you to see what is happening. There are no updates for the Board for new hires, teachers out of field. There is an agenda item for a formal vote on the full list of out-of-field teachers. You have individually voted on all of the teachers on this list over the course of the year since they have been hired. The district requires a complete list by name for FTE. Discussion ensued.

b. ESE Department Report

- RN stated there is not much to report because we are reporting for September. I think we had 13 IEP meetings total which is definitely not a profound number for us. I'm confident that October will be more proportional and seem a little more realistic for what the department does. With that being said, Ms. Tanisha is absolutely killing it. She is doing amazing in her job. She is really helping me to be able to focus on some of the important administrative things. Following up, I couldn't do it without Ms. Aida either. I just really wanted to really brag on my team for a second because we did not get through FTE with no ESE errors from just myself. If I didn't have my team behind me, there is no way it would have happened. With that being said, we do have the Fall Festival coming up on the 27th. I'm really excited, we have a full sponsorship for that from Tampa Bays Own 22. It is a company that is owned by one of our former employees. She does party rentals and has volunteered to completely put on the festival for us. Discussion ensued.

c. Behavior Department

- JGI introduced Angie Logo (AL) to the Board. She has been a great support for the team. AL stated that for a total of 35 certified registered behavior technicians this month we have 0 who have completed the RBT Certification. The total of incident reports completed, we have had 50 behavior incidents; 16 injury incidents; 2 restraint reports; 4 suspensions; and 7 referrals for other student disciplines. For behavior plan updates, we have 0 initial assessments and 2 revisions. Discussions ensued.

VI. OLD BUSINESS:

a. SS discussed the October FTE Out-of-Field Letter. Discussion ensued.

- 6:04PM – JW made a motion to approve the Out-of-Field letter for the 2023-2024 school year for Catherine Fancher, Shania Valdez-Chapparo, Ethan Perry, Melanie Hogan, Nina Rodrigues, Laura “Lu” Smith, Jodi Pelletier, Madison Goodman and Saida Mouhsine; MM seconded the motion. Motion passes.

Teacher	Teaching Assignment	Start Date	Certification(s) Held	Out-of-Field Area(s)
Catherine Fancher	LEA	9/30/22	ESE K-12 Primary Ed PK-3 Elementary Ed K-6	ASD
Shania Valdez Chapparo	LET	8/10/23	ESE K-12	Primary Ed PK-3 ASD
Ethan Perry	UET 1	1/18/22	ESE K-12 Biology 6-12	Elementary Ed K-6 ASD
Melanie Hogan	UET 2	10/8/21	ESE K-12 ASD	Elementary Ed K-6
Nina Rodriguez	MS 2 HR MS Social Studies	8/10/23	Social Science 6-12	ESE K-12 ASD
Laura “Lu” Smith	MS 4 HR MS Math	8/10/22	ESE K-12 MS Math Art K-12	ASD
Jodi Pelletier	HS 1 HR HS ELA	8/10/21	PK/Primary PK-3 ESOL K-12	ESE K-12 Elementary Education K-6 ASD
Madison Goodman	HS 3 HR Science	8/10/22	ESE K-12	Elementary Ed K-6 ASD
Saida Mouhsine	TVP	8/10/21	ESE K-12 Math 5-9	ASD

VII. NEW BUSINESS

a. SS discussed the 2022-2023 Independent Financial Audit by King & Walker, CPs, PL. Discussion ensued.

- 5:54PM – JW made a motion to approve the 2022-2023 Independent Financial Audit by King & Walker, CPAs, PL. MM seconded the motion. Motion passes.

b. SS discussed the FACE Search and Seizure Policy. Discussion ensued.

- 6:19PM –MM made a motion to approve the FACE Search and Seizure Policy. JW seconded the motion. Motion passes.

c. SS discussed the FACE Special Magistrate Policy. Discussion ensued.

- 6:22PM – MM made a motion to approve the FACE Special Magistrate Policy. JW seconded the motion. Motion passes.

d. SS discussed the memorial for Maynard Harvey. Discussion ensued.

e. Discussion of October Fundraiser Calendar Campaign – TC introduced the fall fundraiser Calendar Campaign. TC explained that she wanted to try something new and found this on social media. The concept is to provide a calendar for each family, and you pick a day and pay that amount. For example, if you pick the 12, you pay \$12.00. The campaign will run through October 31, 2023. If the whole school does it and each calendar is fully completed, it will raise \$496.00 per calendar, multiply that by our student count, it will add up. Discussion ensued.

VIII. ADJOURNMENT:

- 6:52PM- LB made a motion to adjourn; JW 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: September 20, 2023- 5:35pm.	JW	LB
Approval of Out-of-Field teachers for the 2023-2024 school year for Catherine Fancher, Shania Valdez-Chapparo, Ethan Perry, Melanie Hogan, Nina Rodrigues, Laura “Lu” Smith, Jodi Pelletier, Madison Goodman and Saida Mouhsine – 6:04pm.	JW	MM
Approval of 2022-2023 Independent Financial Audit by King & Walker, CPs, PL. – 5:54pm.	JW	MM
Approval of FACE Search and Seizure Policy – 6:19pm.	MM	JW
FACE Special Magistrate Policy – 6:22pm.	MM	JW
Motion to Adjourn- 6:52pm.	LB	JW