



Meeting Date: November 15, 2023

Approved by: Joel K. Williams on 12/20/23.

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## **ATTENDANCE**

<b>Name</b>	<b>Name</b>
Judy Williams (JW)/ Board Chair	Sydney Sampson (SS)/Staff
Margaret Moran (MM)/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
Melissa Wenzlick (MW)/Accountant	Richard Ryan (RR)/Sissines

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

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

**Actual Start/End:** 5:33PM–6:32PM

**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- October 18, 2023, Board Meeting.**

JW- Asked the board directors if they had an opportunity to review the October 18, 2023, board meeting minutes; they had. MM made a motion to approve the minutes for October 18, 2023, board meeting. JW 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 31<sup>st</sup>. 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 we have two new hires to be Board approved for teaching out of field. The first teacher on the list is Randolph Seibert, has been teaching as a substitute and the Florida Department of Education has finally processed his temporary certificate. He has signed the paperwork for teacher out-of-field and agreement to earn. We also have a familiar name, Hector Alberty, has come back to FACE. He has taken a teaching position in our vocational classroom in High School. He has a certificate in ESE so he has signed an agreement to earn to teach out-of-field for ASD. Discussion ensued.

- **MM made a motion to approve out-of-field teachers – Randolph Seiber and Hector Alberty; JW seconded the motion, motion passes – 6:07pm.**

SS stated that we have two more teachers to be Board approved for teaching out-of-field with an agreement to earn alert. These are two teachers that have certifications. It's just that they had signed previous agreements to earn, one at another school and one in a previous school year. The first one moved back with family during COVID. The second, he left the teaching assignment to go teach in field in the district and now has come back to us. They are the right person for the classrooms they are in. They are listed in our system as subs because they can't sign an agreement to earn with this alert on their file. Discussion ensued.

- **JW made a motion to approve the letter to allow Haley Beams and Justin Hart to each have an agreement to earn with the Florida Autism Center of Excellence; MM seconded the motion, motion passes – 6:11pm.**

### b. ESE Department Report

- TM stated that in regard to the month of October, the total amount of IEPs that we completed is 34. Our breakdown of that is we had 12 annual IEP meetings, 4 initial IEP meetings; 1 IEP meeting held for a temporary; 11 revision IEP meetings

(transfer IEPs are included in that), 6 eligibility IEP meetings, and October was also the month we had FTE and everything went according to plan. As of right now we are all caught up with our IEP meetings. Discussion ensued.

**c. Behavior Department**

- JGI stated that at the last meeting MM wanted to know how many RBTs we had in classrooms. We have 13 out of 20 classrooms with at least one RBT. The total of certified active RBTs is 17. We have eight people working on certification. Discussion ensued. We have 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. Review of October Calendar Campaign Fundraiser**

TC stated the total amount received for the October Calendar Campaign Fundraiser was \$5,000.00.

**b. New internal email addresses for the Board of Directors**

SS discussed the new email addresses for the Board of Directors. There were issues with one address which was fixed. Discussion ensued.

**VII. NEW BUSINESS**

**a. Discussion of Board Meeting Dates for 2024-2025.**

SS stated that we will have to submit our approved calendar before the January Board meeting, so our plan is to present the calendar for Board approval in December. Discussion ensued.

**VIII. ADJOURNMENT:**

- 6:32PM- MM 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:**

<b>Motion</b>	<b>Motion</b>	<b>Seconded</b>
Approval of Minutes: October 18, 2023- 5:35pm.	MM	JW
Approval of Out-of-Field teachers – Randolph Seibert and Hector Albery – 6:07pm.	MM	JW
Approval of the letter to allow Haley Beams and Justin Hart to each have an agreement to earn with the Florida Autism Center of Excellence – 6:11pm	JW	MM
Motion to Adjourn- 6:32pm.	MM	JW