



Meeting Date: December 20, 2023

Approved by: Joel K. Wilkins on 1/17/24.

ATTENDANCE

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

MEETING LOCATION & TIME:

Building/Room: Microsoft Teams Video Conferencing Platform

Actual Start/End: 5:37PM–6:32PM

Meeting Recorder: Karen Kelley (KK), Administrative Assistant

I. CALL TO ORDER:

- JW- 5:37PM 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- November 15, 2023, Board Meeting.

JW- Asked the board directors if they had an opportunity to review the November 15, 2023, board meeting minutes; they had. JW made a motion to approve the minutes for November 15, 2023, board meeting. MM seconded the motion, motion passes- 5:38pm.

IV. ADMINISTRATIVE REPORTS:

- a. Operations and Management-** SHW stated that operations have been going very well. We have lost a couple of students, but we have three new students starting with us on January 9th when we get back. We are at 149 with that but we have lots of kids on the wait list trying to get us back up to the 152 number by the February FTE. We hired one of our Instructional Assistant’s (IA) to be our social media manager. He started a whole new Facebook for us and Instagram. He has really been pushing that and will do about two posts per week for us based on activities going on in the school, helpful hints to parents, things like that and we have seen a positive outcome from that. He has been working really hard and has a marketing background. He is an IA receiving a stipend. We have been trying to increase our parent events and a couple of Saturdays ago one of our Title I events was a drop and shop. We allowed parents to drop their FACE student off for a

couple of hours in the morning on Saturday where we would have staff to supervise them so their parents could do some holiday shopping. We received some really good responses for that. It was fun to be there and watch the staff interact with the kids outside of school. We had some other events going on around the holidays, like our holiday showcase and today we did Polar Express for the kids where they watched the movie and got some cocoa with that. As far as staffing, we have been pretty solid with our staffing. We are doing mid-year evaluations this year. The administration team have done evaluations for how they have done for the first semester of school and based on that we were able to allocate winter bonuses based on retention for them. It has been a nice surprise for the staff, and they have been really appreciating that. Everyone is looking forward to the holiday break. We have our staff appreciation winter banquet and games tomorrow afternoon. Discussion ensued.

- b. Review of District Compliance** - The District Compliance score is at 93%. Discussion ensued.
- c. Review of Monthly Financials**- There were no questions regarding the monthly financials. The Board will review in January once the November and December financial information is completed. Discussion ensued.

V. DEPARTMENT REPORTS

- a. Curriculum** - SS stated that there were not many changes in curriculum. We do have an update that one of our teachers that the Board voted on last month has passed one of the exams that he needed. There were no other changes in December for teacher assignments.
- b. ESE Department Report**
 - RN stated that November had 18 total meetings in the 15 days that were in November. December has been considerably busier. We continue to get really good responses from the District in terms of how things are going here.
- c. Behavior Department**
 - JGI stated that for professional development – RBTs we have 17. We have 13 out of 19 classrooms with at least one RBT. We have four people actively working on RBT certification. There are some changes coming out for the Board of Behavior Analysis, changes in paperwork, so I really hope they don't get affected by the 2024 changes. They are aware of the changes so I am really hoping that, not later than Friday, they submit the application so I can support them through the Board application process.

VI. OLD BUSINESS: None

VII. NEW BUSINESS

a. Approval of Proposed SY 2024-2025 Student Calendar

SS presented the board with the proposed SY 2024-2025 Student Calendar. She stated that she did the instructional calculations for this calendar, and it meets all the requirements for instructional minutes as converted to instructional hours, which is what the state requirement is, not just for elementary but secondary as well and secondary by period. Discussion ensued.

MM presented a motion to approve the proposed SY 2024-2025 Student Calendar. LB seconded the motion, motion passed - 5:57pm.

VIII. ADJOURNMENT:

- 6:07PM- JW made a motion to adjourn; LB 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: November 15, 2023 - 5:38pm.	JW	MM
Approval of Proposed SY 2024-2025 Student Calendar – 5:57pm.	MM	LB
Motion to Adjourn- 6:07pm.	JW	LB