

Meeting Date: November 16, 2022

Approved by: *Judith Williams* on 12/21/22.

ATTENDANCE

Name	Name
Maynard Harvey (MH)/Principal	Lara Barchard (LB)/Director
Judy Williams (JW)/ Board Chair	Margaret Moran (MM)/Director
Rebecca Null (RN)/Staff	Elwood Bond/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/Staff
Hector Alberty (HA)/ Staff	Jodi Pelletier/Staff
Melissa Wenzlick (MW)/ Bookkeeper	Sarah Howard-Willms/Staff
Ashley Sadowski/Staff	Catherine Fancher/Staff
Juliana Giraldo-Isaza (JGI)/Staff	Karen Kelley (KK)/Staff

MEETING LOCATION & TIME:

Building/Room: Microsoft Teams Video Conferencing Platform

Actual Start/End: 6:31PM – 7:32PM

Meeting Recorder: Hector Alberty (HA), Administrative Assistant to the Principal

I. CALL TO ORDER:

- JW- 6:31PM Judy William called the meeting to order. A quorum was met.

II. REVIEW OF PUBLIC NOTICE:

- Posted on School Website
- Posted on School Facebook Account Page
- Posted on School Premises

III. APPROVAL OF MINUTES- October 19, 2022.

JW- Asked the board directors if they had an opportunity to review the October 19, 2022, board meeting minutes; they had. LB made a motion to approve the minutes for October 19, 2022. MM seconded the motion, motion passes- 6:32pm.

IV. REPORTS:

- Review of District Compliance Checklist/Status-** MH stated that FACE’s 2022-2023 district compliance score currently is 98 and that all upcoming submission items will continue to be monitored and submitted. MH asked the board if any additional questions regarding the district compliance status were had at this time. MM inquired if the three late submission items were the only items negatively affecting the overall score currently. MH stated that the three late submission items were, to his knowledge, the only items that negatively affected the overall score.

b. Review of Financials- Due to the recent change in bookkeeping providers, there were no monthly financials available for the November meeting. At this time, FACE's new bookkeeper, Melissa Wenzlick was introduced. MW provided the board with a brief description of her credentials and work history. Discussion ensued.

c. Operations and Management- MH presented the staffing status to the board, along with the monthly generated new hire and termination reports. Discussion ensued.

○ **Principal Report- Maynard Harvey**

✓ MH shared with the board that on November 17, 2022, staff have orchestrated a fall pot-luck celebration, prior to the fall break. MH asked SS to discuss the Parent/Teacher Conference that took place earlier during the week. SS shared that these conferences have become more of a formality at this time due to the higher levels of communication that teachers have had with parents this year. Discussion ensued. SS discussed the upcoming Winter Concert schedule for December 23, 2022. JW asked if any future events were planned for the evening. SS shared that a recording will be made of the event, as well as streaming it through Microsoft Teams. MH stated that he will make a commitment, pending staff involvement, to make the Spring event occur in the evening. MM asked if there were any updates regarding Medicaid billing. MH stated he had a meeting with Amy Quesenberry, and it was confirmed by other schools that some back billings are resulting in various barriers. Amy has a meeting on November 28, 2022, to discuss these barriers and hopefully have a positive outcome with a representative. MH stated that other than that, he has no additional updates at this time. Discussion ensued. MH stated that he will invite Amy to the December board meeting to provide any updates.

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

✓ SS asked that the board reference the submitted certification report. SS reported that there has been a recent addition of a newly hired certified Physical Education teacher at FACE. Additionally, SS reported that a staff member, currently classified as a substitute, has had their paperwork processed by the Department of Education and has received their statement of eligibility. SS is requesting board action to approve this staff member as an out-of-field teacher at this time. Discussion ensued.

- MM made a motion to approve out-of-field teacher-Daneen Sink. JW seconded the motion, motion passes- 6:34pm.

○ **ESE Department Report- Rebecca Null**

✓ RN stated that the ESE department does not currently have any information to present to the board at this time. RN shared that the ESE department will continue to monitor and conduct any/all upcoming IEPs.

○ **Data Processor- Karen Kelly**

- ✓ KK reported that the current student enrollment count is 160, with prospective student applications still being reviewed with the assistance of the ESE department, to fill in any open spots. Discussion ensued. SS stated that the 160 number is a reflection/result of both student withdrawals and new student onboarding. MM asked for confirmation that the current student count was 160. SS/KK confirmed that the current student count was 160. MH stated that he is anticipating/is aware of three additional student withdrawals, however that the school continues to accept new applications to fill in those vacancies. Discussion ensued. MH asked KK if she had received any updates regarding FTE. KK stated she has not yet received any correspondence from the district office, however, will ensure that any received information is shared once available. KK stated that the final count for FTE was 160, however that five of these students were out-of-state transfers, whose meetings were not held prior to FTE; KK will update the board if any additional information is made available. MH stated that the monthly FEFP reports will reflect these changes in student counts. Discussion ensued. MH stated that due to the district's inability to hold those five out-of-state student transfer meetings prior to FTE, FACE will only receive base funding for them. MM inquired if any previously requested correspondences were sent to the district charter office, documenting that FACE had completed/done its due diligence in attempting to hold these five out-of-state student transfer meetings. Discussion ensued. MH stated that repeated appeals and correspondences were sent to the district charter office as requested. MM stated that additional action was necessary. MH asked the board what that additional action would be and if the board members were able to assist in issuing that action. MM stated that the state representative should be contacted, as the reasoning that these transfer IEPs were not conducted prior to FTE was not the fault of FACE. Discussion ensued. MM asked if these IEPs have been conducted and approved by the county. RN stated that these IEPs have been conducted and have been approved by the county at this time. JW asked if these students would be reflected on the February FTE count and if monies issued would be recouped or readjusted. MH stated that no clear answers have been provided to FACE by the district charter office at this time. MM inquired about the difference in the funding amount that these student's matrix scores and the base funding that would be. MH provided a rough estimate on what this difference could be, ranging anywhere from \$35,000-\$40,000 for the year, for these five students. MM asked if a line item could be added onto the budget or receivables that explains/details the difference in anticipated revenue and actual monies received. MH asked if this could be discussed during the board finance meeting scheduled for December 10, 2022. Discussion ensued. JW asked MW if she could add a line item to the budget or somehow account for the fact that there may or may not be monies that FACE will receive for these five out-of-state transfers: utilizing the lower monetary estimate. MW stated that she can work with MH to add this requested item into the budget. MM stated that she believes that the budget line will reflect a student count of 160, JW stated that it will reflect the count of 160 however that five of these students will only receive base-level funding. MM stated that the budget reflects the known student matrix levels and is based on that. JW stated that the average is known and that an estimate can be made, due to every student's level being slightly different. MM requested to either subtract the estimated amount from the budget line (leaving the budget line as is and subtracting underneath) or readjusting the budget line

to reflect what FACE estimates it will be receiving for the next upcoming month(s). MH asked that the board again focuses on the upcoming finance meeting to continue discussing these financial issues to have a clear line of communication about them/be informed. MH will include some notations from this meeting's recording to follow-up on them during said meeting. MM asked to go on the record in saying that she has requested, multiple times, that the budget needs to reflect, every month, what revenues are coming in and incorporates any adjustments that are known in advance. JW stated that the current discussion includes the new bookkeeper MW, and that conversations will be had during the board finance meeting on December 10, 2022, detailing these requests. Discussion ensued. MM asked to go on the record in saying that she does not want to be interrupted/"cut off" during discussions; this was directed toward MH. MH apologized to MM if he interrupted her during discussions and reassured her that this was done unintentionally. JW addressed that she felt the tone of the board meeting is not the norm and was aggressive, she welcomed MW, stated that she is proud of the progress/work that is being done at FACE, and asked that this positivity be brought into these board meetings. MM apologized. Discussion ensued. JW wanted to check-in and ensure that the scheduled board finance meeting was still conducive to everyone's schedules. MM inquired about the timeframe for the meeting. Discussion ensued. Agreed upon meeting time was established from 9:00am-11:00am. JW asked MM if there were any more concerns regarding the financials that she would like documented. MM again apologized for her tone and explained her reasoning. No further concerns were asked to be placed on the record at this time regarding the financials.

- **Behavior Department- Juliana Giraldo-Isaza**

- ✓ JGI stated that everything is on track in the behavioral department with staff volunteering to be part of behavioral/crisis call made within the school. Safety Care/Crisis training for new staff members has been postponed until January 2023. JGI provided an update to RBT certification statuses, stating that there were a few staff members who allowed their certifications to expire. However, with support, all but one was able to become recertified. Currently, there are 21 Registered Behavior Technicians on staff at FACE. MM asked if there is currently at least one RBT per classroom. JGI stated that staffing of RBTs is determined on the needs of the individual classrooms and student behavioral needs. JGI hopes that we will have multiple RBTs within classrooms next school year. Additionally, JGI discussed the collaboration that has been taking place between FACE and outside ABA providers, stating that this has been going well. Discussion ensued.

V. OLD BUSINESS:

- **2022-2023 Fall Celebration/Trunk-or-Treat:** RN discussed the previously held Fall Celebration. This event was open to families to attend and was held on the basketball court. RN stated that the event had great parent involvement. Discussion ensued. SS discussed the Trunk-or-Treat celebration. Discussion ensued.

VI. NEW BUSINESS

- **Approval of 2022-2023 Proposed Student Calendar Revision:** MH discussed the proposed updated SY2022-2023 Student Calendar for board approval. To make up for the lost instructional day due to Tropical Storm Nichole (November 10, 2022), January 9, 2023, will be changed from a non-student and non-staff day to a non-student day, and January 10, 2023, will be changed from a non-student day to an instructional day. Discussion ensued. JW made a motion to approve the Updated SY2022-2023 Student Calendar. MM seconded the motion, motion passes- 7:22pm.
- **Approval of 2022-2023 Preliminary Detailed Teacher Salary Increase Allocation Expenditure Report:** MH discussed the proposed 2022-2023 Preliminary Detailed Teacher Salary Increase Allocation Expenditure Report for approval. Currently FACE is awaiting the new template from the district to transcribe the previously approved Teacher Salary Increase Allocation Distribution Plan information onto. Discussion ensued. MH is asking for board approval to allow him to transcribe this information and submit it once the new template is made available to FACE. Discussion ensued. JW made a motion to approve the transcribing of information from the previously approved Teacher Salary Increase Allocation Distribution Plan onto the district provided 2022-2023 Preliminary Detailed Teacher Salary Increase Allocation Expenditure Report template once it is made available to FACE. MM seconded the motion, motion passes- 7:29pm.

VIII. ADJOURNMENT:

- 7:32PM- JW asked for a motion to adjourn the meeting. LB presented 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: October 19, 2022- 6:32pm.	LB	MM

Approval of Out-of-Field Teacher- Daneen Sink- 6:34pm.	MM	JW
Approval of 2022-2023 Proposed Student Calendar Revision- 7:22pm.	JW	MM
Approval of 2022-2023 Preliminary Detailed Teacher Salary Increase Allocation Expenditure Report- 7:29pm.	JW	MM
Motion to Adjourn- 7:32pm.	LB	MM