

Meeting Date: November 18, 2020

Approved by:  on 12/16/2020

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## ATTENDANCE

Name	Name
Maynard Harvey (MH)/Principal	Ashley Sadowski/Staff
Judy Romera Williams (JRW)/ Board Chair	Elisabeth Sahhar (ES)/Staff
Margaret Moran (MM)/Director	Alesha McKay (AM)/Staff
Juliana G-Isaza (JGI)/Staff	Christine Traynor/Staff
Sydney Sampson (SS)/Staff	Tabitha Chapman/ Staff
Hector Alberty (HA)/ Staff	Janice Torres/Parent
Antonia Elia/Staff	Jimenez Family/Parent
Gail McNulty/Staff	Valz/Parent

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

**Building/Room:** Zoom Video Conferencing Platform

**Actual Start/End:** 5:41 PM - 6:55 PM

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

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

- JRW- 5:41 PM Judy Romera Williams 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 ClassDojo
- Posted on School Premises

### **III. APPROVAL OF MINUTES- October 21, 2020.**

JRW- Asked the board directors if they had an opportunity to review the October 21, 2020 board meeting minutes; they had. MM made a motion to accept the minutes for October 21, 2020, JRW seconded the motion, motion passes- 5:42pm.

### **IV. REPORTS:**

#### **a. Operations and Management/Admin. Reports:**

- **Principal:** MH gave an update on the Fall Festival that was held in October, the vocational program, data tracking, and teacher salary increases made in the beginning

of the school year. MH stated a site visit will take place on December 3, 2020 with a district charter representative; he will update the board with the findings of that visit.

- **Review of District Compliance Checklist/Status-** MH stated that the current compliance score is 98.06. MH asked HA to give an update to the previously requested reoccurring compliance document. HA provided an update and explained that further due dates still need to be added. MM asked how often/who oversees updating this document. MH to form a definitive process to the updating of this document.
- **Review of Financials-** MH provided a run-down on the financial report for October. Discussion ensued surrounding the financial report. JRW inquire about what the line item “board purchase services” consisted of. MH stated that it included the annual audit charges. Discussion ensued regarding ADP and gaining a breakdown of benefits, David Hand to work on this breakdown.
- **ESE:** Alesha McKay (AM) introduced herself and her role as both an ESE Specialist and the Title I Coordinator and Parent Liaison. AM indicated that this years, 2020-2021, Title I budget was cut due to low free and reduced lunch forms filled out by parents/guardians. AM provided an update on the 2020-2021 Title I reimbursement submission. Title I submission and reimbursement turned in by December 18, 2020; this will be for the entire calendar year. MM inquired if a list has already been created/if it is being constructed. AM stated that C.N.A has been created with the assistance of the leadership team members on various needs around the program. MH stated that going forward, a more aggressive effort will be taken to ensure that parents/guardians fill and submit the free and reduced lunch forms. Elisabeth Sahhar (ES) introduced herself and her role as an ESE Specialist. ES outlined the purchase and implementation of a data collection system that is currently being utilized by the program, Progress Buddy. ES discussed an internal “audit” that took place on November 16, 2020 by the program’s charter district representative. The purpose of this “audit” was simply to check on the compliance status of the ESE department. ES stated that the findings of said audit found that the ESE department is currently 100% complacent with IEP meetings and paperwork.
- **Curriculum/Certification:** Sydney Sampson (SS) asked the board members to refer to the sent addendum. This addendum included previously requested teacher certification and agreements to earn information. MM asked if any extensions were needed at this time. SS stated that she was made aware that Hillsborough County may extend their teacher’s agreements to earn until the end of this school year. SS asked if discussion of any extensions be tabled at this time until the next board meeting; this was granted. MH informed the board that two substitutes have been replaced by certified teachers this

month. SS discussed grade reporting, report card distribution, and parent/guardian conference night.

- **Data Processor:** Not in attendance, N/A.
- **Behavior:** Juliana Giraldo-Isaza (JGI) introduced herself and her role as the program Board Certified Behavior Analyst (BCBA). JGI indicated the program's Behavior Unit's role and function within the school and how the use of Applied Behavior Analysis (ABA) is utilized. JGI explained her plans to better support students currently attending the program virtually during the winter break, with regards to any maladaptive behaviors that they may be exhibiting and/or utilizing strategies outlined on their Behavior Intervention Plans if applicable. MM inquired how data was collected/monitored and if there were any grant monies available for ABA services in the school sector. MH to conduct some research into the possibility of any grant monies for school-based ABA services.

#### V. OLD BUSINESS:

- N/A

#### VI. NEW BUSINESS

- Florida Retirement System (FRS):** JRW stated that a workshop was held to discuss this topic, David Hand conduct further research. Item was moved to be furtherly discussed during December board meeting.
- Cyber-Insurance:** JRW stated that a workshop was held to discuss this topic. JRW asked if any additional questions were had, none were. JRW asked for a motion to approve the purchase of Cyber-Insurance. MM presented a motion to approve the purchase of Cyber Insurance; JRW seconded the motion. Motion passes- 6:34pm.
- Action Item from Oct.21- FTE Projection Payback:** MH provided an update to FTE payback projections. MH stated that in discussions with the business office he was informed that the program needs to be at 142 students by February 2021 to not be held liable to pay back any monies. MH stated he and the administrative team are actively trying to meet this number. MM asked if the current number of students, not the projected number, should be reflected on financial line item with another separate line item reflecting the overage as a

reserve. Discussion ensued. MH to asked David Hand to make this reflection on the financial report.

- d. **Fundraising/Community Events:** JRW stated that the board will be looking for additional members to add to their ranks. After which, she would like focus to be given towards fundraising and community event planning. JRW asked if any December community events are being planned at this time. MH stated that currently there are none, however, that he will be opening discussion up to staff members.

**VIII. ADJOURNMENT:**

- 6:55 PM- JRW asked for a motion to adjourn the meeting. MM presented a motion to adjourn; JRW seconded the motion. Motion passes.

**ACTION ITEMS:**

Action	Assigned To	Deadline
Add a cashflow report line item that accounts for any changes from our forecasted FTE to our actual FTE. (this requires a child by child break down).	MH & David Hand	N/A
Inquire about School-Based ABA grants.	MH	N/A
Board Expansion.	JRW, MM, & SM	N/A
December Community Event Planning.	MH & Admin, Team	N/A

**MOTIONS APPROVED:**

Motion	Motion	Seconded
Approval of October 21, 2020 Board Meeting Minutes- 5:42pm.	MM	JRW

Approval to Purchase Cyber-Insurance- 6:34pm.	MM	JRW
Motion to Adjourn- 6:55pm.	MM	JRW