

FACE

FLORIDA AUTISM CENTER OF EXCELLENCE

Florida Autism Center of Excellence, Inc.
Minutes of the Board of Directors Meeting
SPECIAL MEEETING
October 15, 2015
5:00 p.m.

Board Members Present: Brenda Connolly, Ron Sklaver, Travis Siegfried, Karina Chisholm, Greg Eckley

Board Members Absent: Denia Fraser, Laura Prather, Judy Romera

Faculty and Staff Present: Annie Russell (Director), Karen Kelley

Others Present: Paul Malberg (arrived late)

Call to Order: A quorum was established. Meeting was called to order by Brenda Connolly at 5:03 p.m.

Proof of Public Notice: Public notification of this meeting was accomplished through posting notices on the office door of FACE, on the bulletin boards in the school conference room and in the hallway of the school.

AGENDA ITEMS

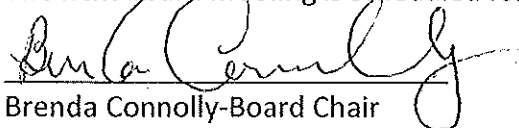
The Board meeting was called to review the Board minutes for the August 18, 2015 and September 24, 2015 Board meetings both of which contain the vote regarding out of field teachers. The Board briefly discussed the minutes.

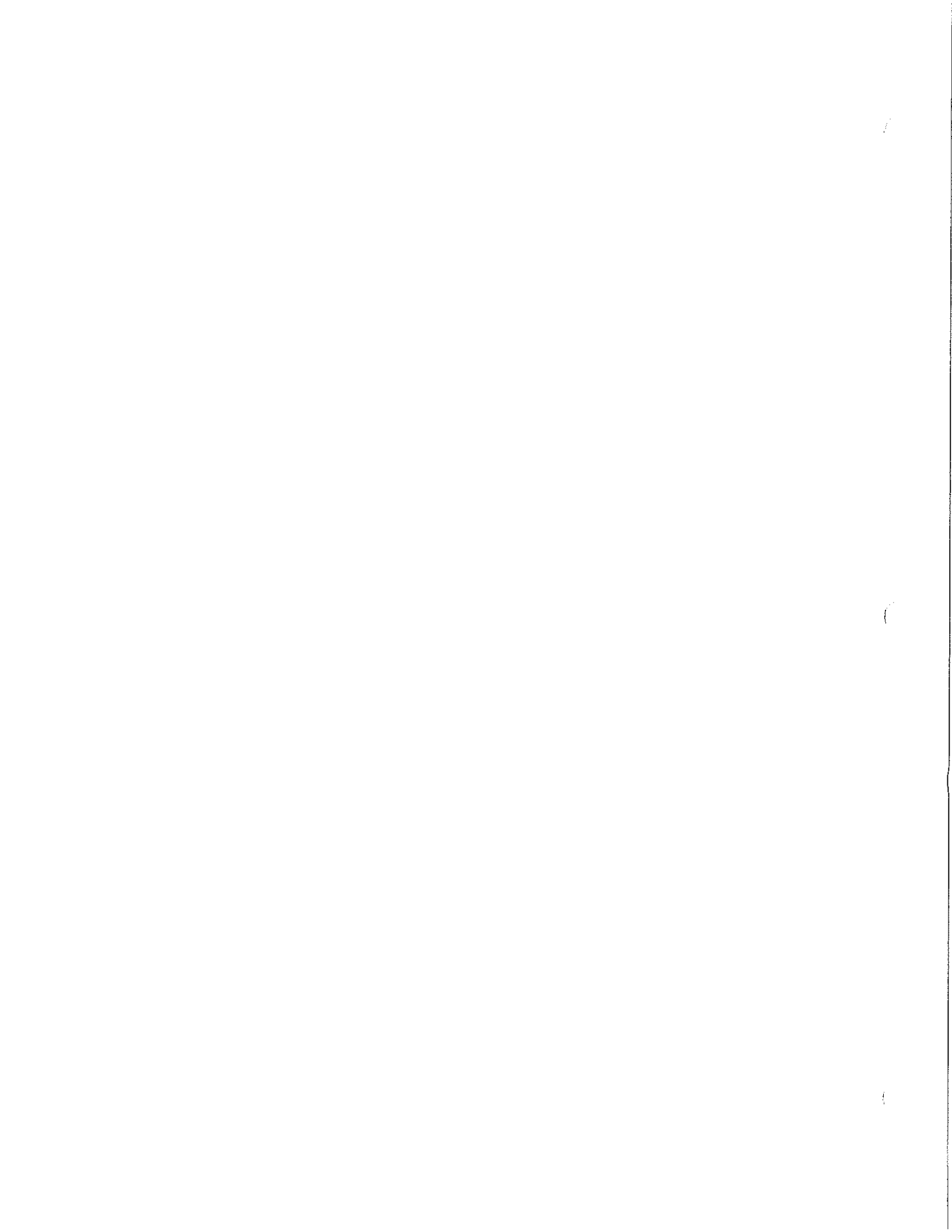
MOTION: Member Ron Sklaver moved and member Brenda Connolly seconded to accept and approve the August 18, 2015 and September 24, 2015 Board Meeting Minutes. The motion carried unanimously.

Adjournment

MOTION: Member Ron Sklaver moved and Member Brenda Connolly seconded to adjourn the meeting. The motion carried unanimously. Meeting adjourned at 5:08 p.m.

The next Board meeting is scheduled for Thursday, December 10, 2015 at 4:30 pm.


Brenda Connolly-Board Chair





The Florida Autism Center of Excellence (FACE) educates students with autism, to achieve their highest potential.

Florida Autism Center of Excellence, Inc.
Special Board Meeting
Board of Directors Meeting
October 15, 2015
5:00 PM

Agenda

Directors are reminded to recuse themselves from voting on any item that may present a conflict of interest.

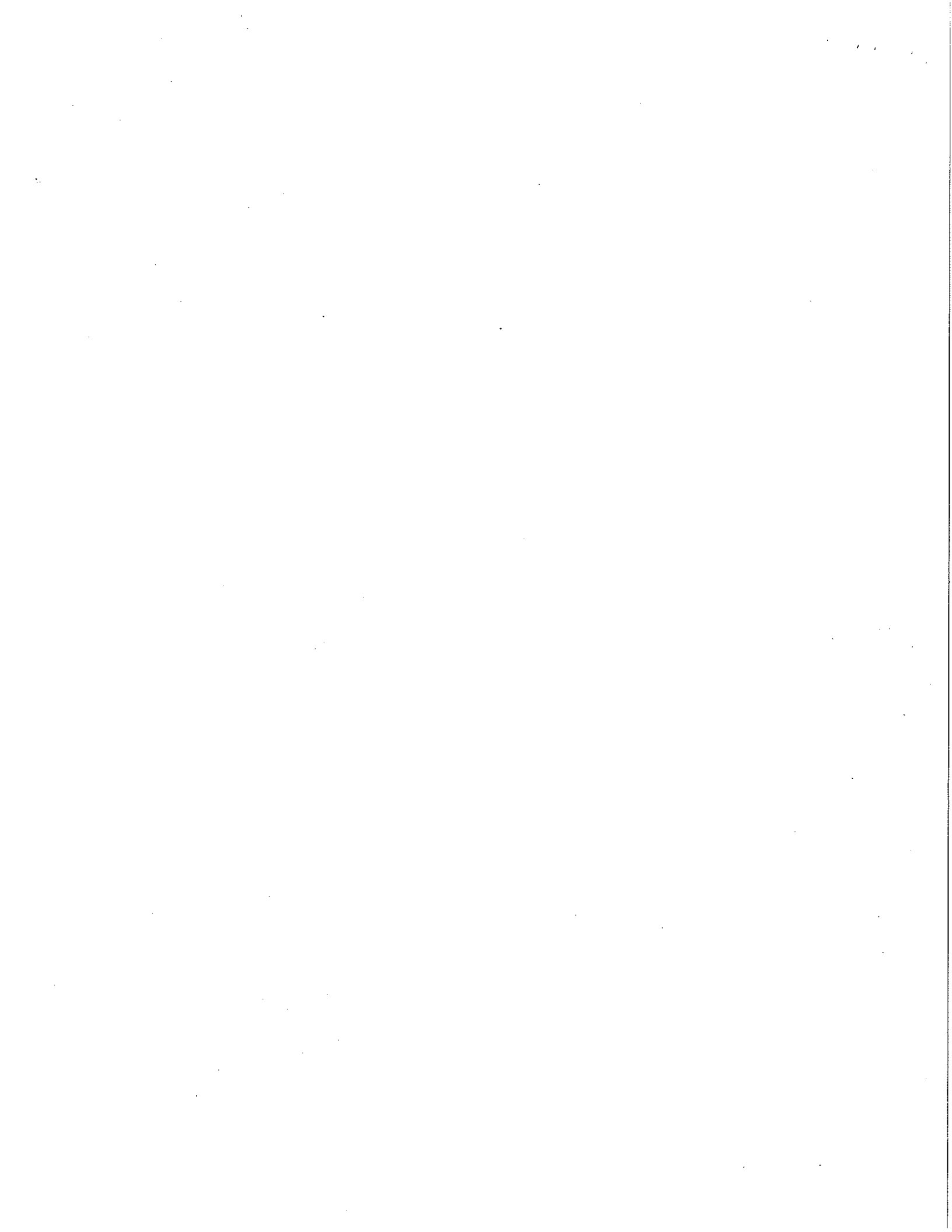
Call to Order

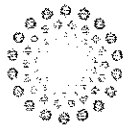
Review of Public Notice

*Approval of Minutes - August 18, 2015 Meeting and September 24, 2015 Meeting

Adjourn

*Board Discussion & Action Items





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FLORIDA AUTISM CENTER OF EXCELLENCE

Florida Autism Center of Excellence, Inc.
Minutes of the Board of Directors Meeting
August 18, 2015
5:00 p.m.

Board Members Present: Brenda Connolly, Ron Sklaver, Laura Prather, Travis Siegfried, Denia Fraser, Greg Eckley, Karina Chisholm

Board Members Absent: Judy Romera

Faculty and Staff Present: Annie Russell (Director), Tabitha Chapman, Laura DeSantis, Tawnya Hanlon, Berthanie Pierre

Others Present: Paul Malberg

Introductions: Board members and Administrative staff were introduced and provided brief background information.

Call to Order: A quorum was established. Meeting was called to order by Brenda Connolly at 5:11 p.m.

Proof of Public Notice: Public notification of this meeting was accomplished through posting notices on the office door of FACE, on the bulletin boards in the school conference room and in the walkway towards the front of the school. The meeting will be recorded for transcription purposes only. The recording will be deleted after transcribing.

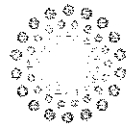
Board Contact Information: Contact sheet was passed around for corrections. The updated version will be updated and submitted to the District.

Riverhills Church of God Liaison: Annie introduced Paul Malberg as the liaison for the Church to the Board. He provided his background information to the Board.

AGENDA ITEMS

Due Date Checklist: Annie briefed the Board on the due dates as outlined in Attachment 1. She stated that all August deadlines have been submitted. Brenda pointed out the Charter School Compliance Checklist. Annie stated that it is a new thing that the Charter school office has put together. It has not been updated as it was just put out last week. The District does not require us to turn it in but to use it as a tool for tracking. We will update it with a column for completion/submitted dates.

Board Minutes: Brenda asked if there were any changes to the June Board minutes. No changes were presented. Brenda proceeded with asking if there was a motion to approve the June 11, 2015 Board meeting minutes.



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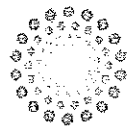
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MOTION: Member Brenda Connolly moved to approve and Member Ron Sklaver seconded to accept and approve the June 11, 2015 Board Meeting Minutes. The motion carried unanimously.

OPERATIONS REPORT:

- Annie stated that we are officially moved in and are about 90% set-up and ready to accept students next week. We will get the last few pieces in place.
- Enrollment – we are at 101 students, Lori accepted 2 students today. We are getting calls daily. Ron asked if the publicity over the past few months made a difference. Annie stated that we have had an increase in interest due to the publicity and a recent article. Ron stated that we are at 101, possibly 103. Annie stated, possibly 103. There has been a little bit of fluctuation but she is confident that we can reach 110 by October. Brenda stated that enrollment drives our revenue. Our breakeven point is 100 to 104. Greg stated that we should have more enrollments after the news on Wednesday. Annie stated that enrollment will fluctuate the first few weeks of school.
- Personnel – We are fully staffed with 10 teachers, 17 full time TAs and 3 floating assistants. We are starting the school year fully staffed which is a very big accomplishment. We've done a lot of interviewing and hiring this summer but we have a very well qualified, knowledgeable staff base this year.
- Out of field – The table below shows teachers who are currently out-of-field and their highly qualified (HQ) status.

Teacher	Classes Taught Assignment(s)	Assignment Start Date	Certification(s) Held	Out-of-Field Area/Classes	Highly Qualified
Laura DeSantis	ASD	August 12, 2015	Elementary K-6 ESE K-12	• ASD	No
Brittney Patterson	ASD	August 12, 2015	ESE k-12 Pre-K/Primary Ed	• ASD • Elementary K-6 • ESOL endorsement	No
Rebecca Rynyon Null	ASD	August 12, 2015	ESE K-12 Elementary K-6 ESOL Reading Endorsement	• ASD	No
Kera Powers	ASD	August 12, 2015	ESE K-12 Elementary K-6 ESOL ASD	n/a	Yes
**Bruce Goff	ASD	August 17, 2015			
Debbie Evans	ASD	August 12, 2015	ESE K-12 Elementary K-6	• ASD • ESOL • Pre-K/Primary Ed	No



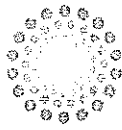
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Chandra Henry	ASD	August 12, 2015	ESE K-12 ESOL Reading Endorsement ASD endorsement Elementary K-6	n/a	Yes
Mery Yanez	ASD	August 12, 2015	ESE K-12 ESOL Reading Endorsement	<ul style="list-style-type: none"> • ASD • Elementary K-12 	No
Berthanie Pierre	ASD Elementary Ed.	August 12, 2015	Social Science 6-12	<ul style="list-style-type: none"> • ASD • ESE K-12 • Elementary K-6 • ESOL endorsement 	No
Danielle Nowosiadlo	ASD	August 12, 2015	ESE K-12 ASD ESOL Elementary K-6 Reading Endorsement	n/a	Yes

**= Substitute Teacher Status

We have 3 staff that are currently listed as highly qualified which means they hold all of the certifications needed to teach within the field. We have one more that is soon to be highly qualified. She has taken the test and the courses to pass it. She just has not added it to her certificate. Ms. Laura DeSantis added it to her certificate yesterday and showed me the verification through DOE that she added it. It will take roughly a month before it is on her certificate. Once it is on the certificate, we can update and include her as highly qualified staff. The rest of them are new staff. Brittney Paterson is new and she is out of field for Autism, Elementary K-6 and ESOL endorsement; Rebecca Runyan-Null is new and is out of field for Pre-K Primary. For anyone who teaches here they must have ESE K-12, Elementary Ed K-6 and have the Autism endorsement. The ESOL endorsement is not necessarily determines if you are out of field. It is a requirement of Hillsborough County that all new teachers, once you go to processing, are automatically required to receive the ESOL endorsement due to the large population of non-English speaking students. Hillsborough just said across the board, all teachers should have this endorsement. Greg stated that he wanted to make sure he understood 100%. The three requirements they have to have this year would be the elementary K-6, ESE K-12 and the ASD. Annie stated that the elementary K-6 and ESE K-12 are both exams. They just have to register and take them. They will have a year to take them. The Autism is an endorsement that will be added to the certificate and that is a series of four classes. When the teacher signs the Agreement to Earn, they commit to taking two classes per year until they satisfy that requirement. Ron said we have a mechanism in place to track throughout the year. Annie stated yes. We are working on this. All new staff will have a 90 day employment review and address that status as well as at the end of the year. We stay in close contact with the teacher to ensure they are aware of the requirement and timeframe to complete. We are also



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addressing it in all of our pre-employment meeting and that they are responsible for satisfying the requirements. We are required to vote to accept the out of field teachers. The next staff on the list is Kera Powers. She is highly qualified and is a returning staff. We do have one teacher, Bruce Goff, who is on substitute status. He is pending satisfaction of an agreement to earn from a previous site and then he could be brought on a full time teacher here. He is a new hire. We do leave the substitutes on this list, though not required, just to avoid any confusion for parents. Debbie Evans is a new teacher who is out of field for Autism and has an agreement to earn for ESOL. Chandra Henry is a returning teacher who is highly qualified and does not hold any outstanding agreements to earn. Mery Yanez is also a new teacher who holds agreements to earn for both Autism and Elementary K-6. Berthanie Pierre is a returning teacher. She has outstanding agreements to earn for Autism, ESE K-12, Elementary K-6 and the ESOL endorsement. She is taking the classes for the Autism endorsement and will test for ESE K-12 and Elementary K-6 before October. Ron stated that he is struck by the fact that 6 of 11 teachers don't have the ASD and we are an Autism school. Annie stated that it is not something that you would have unless you have taught a self-contained autism unit you would have. It is not uncommon to have teachers have agreements to earn even in the gen ed programs. Paul agreed and stated that in regular ed, the same thing can happen. The important thing is to make sure the teacher is the best fit. Annie stated that the Board needs to vote to accept the teachers that are out of field.

MOTION: Member Greg Eckley moved to approve and Member Laura Prather seconded to accept and approve the out of field teachers. The motion carried unanimously.

Financials

- Brenda stated that the financial audit is underway. We are still online for completion in September. The only big issue is the District audit.
- Outstanding Audit fees – 2008-2009 \$2,100 (ESE paperwork) and \$122,000 (Non certified teacher), subtotal \$124,000. Brenda stated that prior to this point, it was her understanding that previous management companies had filed an appeal. We have gone back through all the paperwork and through District's paperwork and it appears that there wasn't an appeal ever filed. Ron asked if we have anything that states ESA filed an appeal. Brenda stated no. ESA left us in 2010. This was also discussed with Quest as a management company and there was nothing available. Laura asked if we had the contracts for the previous management company. She stated that the Statute of Limitation is 5 years for a written contract. It is when you knew or should have known. If there was someone in charge that was somehow leading you to believe that they filed an appeal, you don't know. Brenda stated that we do. She has had conversations with some former Quest Management Company. They think that there is a document that stated that ESA will be held responsible for this audit. She has not been able to find it. This issue was discussed at length by the Board.



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- **Budget 2015-2016** -- Revenues – based on 105 students. Aftercare has been removed. There is a center across the street that offers aftercare services to children with disabilities. It is cheaper than anything we can offer. We are working on a permission slip for parents to authorized staff and parents with vehicles approved by the District to transport them. Brenda feels comfortable that we will get to 110. Brenda stated that she is expecting a check for \$10,000. The Board discussed fundraising efforts and the various budget line items.

MOTION: Member Greg Eckley moved and Member Ron Sklaver seconded to accept and approve the Budget for the 2015-2016 school year. The motion carried unanimously.

Board Discussion & Action Items

- **Goals –**
 - Improve sense of unity
 - Fundraising
 - Enrollment
- **Board Appointed Parent Liaison** – Brenda stated that she thought Judy Romera would be a good fit for this. She will talk with her to see if she is interested.
- **Policies** – Ron discussed the status of reviewing policies. He stated that he wants to ensure that this gets done.

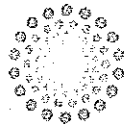
ADJOURNMENT

MOTION: Member Travis Siegfried moved and Greg Eckley seconded to adjourn the meeting. The motion carried unanimously. Meeting adjourned at 7:25 p.m.

The next Board meeting is scheduled for Thursday, September 24, 2015 at 4:00 pm.

Brenda Connolly-Board Chair





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FLORIDA AUTISM CENTER OF EXCELLENCE

Florida Autism Center of Excellence, Inc.
Minutes of the Board of Directors Meeting
September 24, 2015
4:00 p.m.

Board Members Present: Brenda Connolly, Ron Sklaver, Travis Siegfried, Denia Fraser, Karina Chisholm, Laura Prather (Via Phone), Judy Romera (Via Phone), Greg Eckley (Via Phone)

Board Members Absent: None

Faculty and Staff Present: Annie Russell (Director), Karen Kelley, Tabitha Chapman, Tawnya Hanlon, and Berthanie Pierre

Others Present: Paul Malberg

Call to Order: A quorum was established. Meeting was called to order by Brenda Connolly at 4:07 p.m.

Proof of Public Notice: Public notification of this meeting was accomplished through posting notices on the office door of FACE, on the bulletin boards in the school conference room and in the walkway towards the front of the school. The meeting will be recorded for transcription purposes only. The recording will be deleted after transcribing.

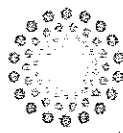
AGENDA ITEMS

Due Date Checklist: Annie briefed the Board on the due dates as outlined in Attachment 1. She stated that we are current and 20 day enrollment was submitted on Tuesday. The auditors are wrapping up that right now. Bob Walker our Accountant is working on the monthly financials and will be done shortly as soon as he can get the bank statement.

Board Minutes: August minutes have not been completed due to the move and start of school. The minutes should be ready by mid-October or sooner. We will need to have both August and September ready by then due to FTE. Brenda will email the Board to review and vote. The vote must be unanimous in order to be approved.

Operations Report: Annie briefed the Board on the operations report outlined in Attachment 2.

- **Out of Field** – Brenda - We have one teacher that is out of field that the Board will need to vote on. Annie – Everything is the same from the August meeting but if you look at Debbie Evans, she now has an agreement to earn for pre-k and primary ed. As a result of combining the pre-k class into hers.



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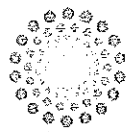
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Rebecca Rynyon Null	ASD	August 12, 2015	ESE K-12 Elementary K-6 ESOL Reading Endorsement	<ul style="list-style-type: none"> • ASD • Pre-K/Primary Ed 	No
**Bruce Goff	ASD	August 17, 2015	ESE K-12		
Debbie Evans	ASD	August 12, 2015	ESE K-12 Elementary K-6	<ul style="list-style-type: none"> • ASD • ESOL • Pre-K/Primary Ed 	No
Chandra Henry	ASD	August 12, 2015	ESE K-12 ESOL Reading Endorsement ASD endorsement Elementary K-6	n/a	Yes
Mery Yanez	ASD	August 12, 2015	ESE K-12 Reading Endorsement	<ul style="list-style-type: none"> • ASD • Elementary K-12 • ESOL 	No
Berthanie Pierre	ASD Elementary Ed.	August 12, 2015	Social Science 6-12	<ul style="list-style-type: none"> • ASD • ESE K-12 • Elementary K-6 • ESOL endorsement 	No
Danielle Nowosiadlo	ASD	August 12, 2015	ESE K-12 ASD ESOL Elementary K-6 Reading Endorsement Severe Or Profound Disabilities, Endorsement	n/a	Yes

**= Substitute Teacher Status

We do need to have a Board vote to accept this, that way we can bring it to FTE. Brenda asked if there was a motion.

MOTION: Member Ron Sklaver moved to approve and Member Travis Siegfried seconded to accept and approve the out of field teachers. The motion carried unanimously.



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- **Sponsorships** – Annie – We started a classroom sponsorship program. There are different levels of sponsorship, Silver, Gold, Bronze and Platinum. If you do \$100 sponsorship it will get you a shout out on the Facebook page and maybe a mention in the newsletter. There is a \$200 sponsorship, \$300 sponsorship and a \$500 sponsorship. Each different level of sponsorship comes with different things. You will get a sign on the classroom door that says dedicated by whichever family/business. The funds are earmarked for that particular classroom because the teachers are the ones going out and soliciting the funds. So far, we have had two \$500 sponsors and one \$100 sponsor. Karina asked if there was a community basket or a wish list that teachers have for their classroom. Annie stated that some of the teachers have put their wish list in the class newsletters. She will work to obtain a combined one.
- **Bikes** – Our local BJ's store is coming in tomorrow to repair the bicycles that belong to FACE. The bikes were donated several years ago and have been in storage. When we found them, we moved them but they have flat tires, broken handle bars, etc. BJ's store employees are coming out tomorrow to service all of the bicycles so that students can use them again.

Financials

- Brenda – Hoping to get a draft of the financials tomorrow. Not sure of what the opinion is going to be on the Audit.
- July financials
- Brenda will be adding cash flow projections but would like to wait until the FTE count so that we can get a more accurate count and notice on how our revenue is going to change. Ron recommended that we go in at 95 and Brenda stated that she has already begun to do that. As of now, it appears that we will be at a \$20,000 loss which does not include any fundraising.
- Karina asked if there was already an established amount for fundraising. Brenda stated no. Last year we were close to \$30,000. We did the luncheon and Brenda hopes to do it again this year which raised about \$20,000. We are hoping to have a big fundraiser this fall. We would like to have the PTO involved in fundraising efforts similar to other Charter schools. The FACE PTO has never been expected to do that but Brenda would like them to be more involved.
- Audit – Annie did more digging and it appears that information was provided over 5 years ago. Laura had mentioned that there was a five year window. We missed the Statute of Limitations. Laura's recommendation was that we send a letter to the other management company. The company is still in the business of managing schools but clearly did not do good diligence when they were managing us. Ron stated that with the 5 year limit for when we could theoretically go back to the



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company, ESA, has passed, as it relates to the contract, is there something else that may not have a limitation for which we can hold them accountable for. Is it strictly the contract or is there anything personal for the people involved? Laura stated that there would be very little personal as far as the people involved. The five years however, from that point of breach, I've mentioned before that I would be more than willing to send a demand letter if I knew when the claim or some type of objection to the amount that the school board was billing us or that they said we did not have documentation or whatever the details but I don't have any of those. I'm willing to look at material and assist with a demand letter but every day that goes by, of course, time is ticking. Ron stated that Brenda and Annie believe that we are past that point and have tracked the information to a starting point. Brenda stated that Annie went back and reached out to the previous Director at that time and she shared some of the correspondence from District when they were informing the school of the wrongdoing. Ron stated that it looks that we may have the detail that Laura needs in order to try and see what happens. Separately from that, if we are talking about negligence in terms of fulfilling their duties in the contract but what about something like fraud or some other form of negligent activity that wouldn't come under the notion of the contract. Laura stated that fraud plead with particularity. In other words, you must have a very specific factual basis for fraud. Fraud is an affirmative act verses negligence or a breach of contract. Brenda stated that she and Annie will put together some packets and information to present the way the story unfolded from the beginning of time and get with you to see what our best options are. We will get with you next week.

Board Appointment of Parent Liaison

- Brenda stated that Judy Romera agreed to be a parent liaison. The Board will need to vote on this and have it formally documented in the minutes.

MOTION: Member Brenda Connolly moved and member Ron Sklaver seconded to appoint and approve Judy Romera as the Board Appointed Parent Liaison. The motion carried unanimously.

Adjournment

MOTION: Member Brenda Connolly moved and Member Travis Siegfried seconded to adjourn the meeting. The motion carried unanimously. Meeting adjourned at 5:00 p.m.

The next Board meeting is scheduled for Thursday, December 10, 2015 at 4:30 pm.

Brenda Connolly-Board Chair