

**Meeting Date: December 20, 2017**  
**Approval: Brenda Connolly, Board Chair**  
**Recorded By: Andrea Lee**

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## 1 ATTENDANCE

Name	Title	Present
Brenda Connolly	Board Chair	Y
Kyle Grammon	Director	Y-Phone
Annie Russell	School Principal	Y
Paul Malberg	Church Liaison	N
Mike McCormick	Director	Y-Phone
Miles Davis	Director	Y-Phone
Ron Sklaver	Director	Y
Chris Dziubinski	Director	Y-Phone
Judy Romera	Director	Y-Phone
Zaida Torres	Director	Y-Phone
Tawnya Hanlon	Lead BCBA	Yes
Jenni Deien	ESE Specialist	Yes

## 2 MEETING LOCATION & TIME

Building/ Room: FACE School-Principal's office and via conference call  
 Actual Start/ End: 5:35pm Meeting Recorder: Andrea Lee

## 3 AGENDA & MINUTES

### A. Review of Public Notice

- Facebook
- Posted on website
- Posted on school bulletin board

BC- 5:33pm Brenda Connolly called the meeting to order

AR-Confirmed meeting was posted on Facebook and FACE website and school office.

### B. Due Dates Checklist

AR-Reported FACE is current on all items due.

### C. Operations Report

AR- Reported enrollment at 126 students; 3 students withdrawn (1home school/1alternative/1traditional school); 4 classrooms staffed w/substitute teachers; FACE is interviewing for 4 TA's and 1 FT float; FACE had 1 resignation. FACE is still working w/1 PBS worker temporarily until positions are filled. There were 16 DOE reported restraints as of 12/14. Currently FACE has 1 BCBA and 4 RBT's on the Behavior unit. FACE also met the criteria for BHCOE accreditation process. Assessment results will be presented to the Board in January. There are no facility updates at this time.

BC-Expressed concern regarding staffing and asked if FACE can work with an additional therapy company.

AR-explained difficulty in partnering with therapy companies full time. FACE has worked with a temp staffing company also. Encouraged the Board to review the TA rate and suggested the rate to be raised to retain staffing long term.

BC-Will present a revised payroll schedule for TA's in January.

**D. November 1<sup>st</sup> Minutes Approval**

BC- 5:44pm reviewed the minutes and had no changes, asked for a motion; MD- makes motion to approve; BC seconds, motion passes.

**E. RBT Compensation Plan**

BC-Opened discussion for RBT compensation plan.

AR- Explained an RBT (registered behavior technician) and advised the compensation plan would assist FACE in retaining staff and be more competitive with the current market rate of pay. In addition FACE can retain the funds for the program if employees leave prior to one year of employment.

BC-Suggested this RBT compensation passes and the Board continue to review RBT and TA compensation due to the FACE employee retention problem.

BC-5:57pm-BC makes motion to approve; Ron seconds, motion passes.

RS-Asked what the Board needs to do to look at retention. Pay market rate for employees and be fully staffed.

AR-Will put together a report that examines the cost of a full staff and close to market rate pay for all employees for the budget for the next board meeting.

**F. 2018-2019 Bell Schedule**

AR-Reviewed the current change to bus schedules for the District and advised that as Charter schools are not required to make the change that FACE continues with the current bell schedule.

BC-6:10 Brenda Connolly asks for motion to approve. JR-makes motion to approve; RS-seconds, motion passes.

**G. Outside Agency Policy**

AR-Reviewed a new policy with the Board regarding allowing outside personnel into FACE for observation, working with the child, etc.. This policy ensures the collaboration is beneficial to both the child and that it is ethical and must be mutually agreeable. This would be implemented in January.

TH-Explained the policy in more detail, stating this policy would create a collaborative effort bringing outside agencies in providing overall cooperative quality service to students. This process of having an outside agency can be beneficial to both the school and student.

BC-6:19pm-Asks for motion to approve the policy; MD makes motion to approve; RS seconds, motion passes.

**H. Out of Field Notification Letter**

AR-Explained the District asked FACE to re-approve the out of field notification letter so it could be submitted. The No Child Left Behind legislation wording was struck from the letter.

BC- 6:22pm-Asks for motion to approve; RS makes motion to approve; MD seconds, motion passes.

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
Ashley LaFramboise	ASD	9/5/2017	<ul style="list-style-type: none"> <li>Elementary K-6</li> </ul>	<ul style="list-style-type: none"> <li>Autism</li> <li>ESE K-12</li> <li>ESOL</li> </ul>
Tamara Whitley	ASD	1/18/2017	<ul style="list-style-type: none"> <li>ESE K-12</li> </ul>	<ul style="list-style-type: none"> <li>Elem K-6</li> <li>Autism</li> <li>ESOL</li> </ul>
Mikayla VonOrsdol	ASD	7/31/2017	<ul style="list-style-type: none"> <li>ESE K-12</li> <li>Elementary Ed. K-6</li> <li>ESOL</li> </ul>	<ul style="list-style-type: none"> <li>Autism</li> </ul>
Emily Rikola	ASD	8/1/2017	<ul style="list-style-type: none"> <li>Social Science 6-12</li> </ul>	<ul style="list-style-type: none"> <li>ASD</li> <li>Pk/primary grade 3</li> <li>ESE k-12</li> <li>ESOL</li> </ul>
Nicole Kerns	ASD	11/1/2017	<ul style="list-style-type: none"> <li>ESE k-12</li> <li>Elementary K-6</li> </ul>	<ul style="list-style-type: none"> <li>ASD</li> <li>ESOL</li> </ul>
Teresa Chavez	ASD	8/3/2017	<ul style="list-style-type: none"> <li>ESE k-12</li> <li>Middle School Mat</li> </ul>	<ul style="list-style-type: none"> <li>ASD</li> <li>Elementary K-6</li> <li>ESOL</li> </ul>
Sydney Sampson	ASD	2/13/2017	<ul style="list-style-type: none"> <li>Social Studies 6-12</li> </ul>	<ul style="list-style-type: none"> <li>ASD</li> <li>ESE K-12</li> <li>Elementary K-6</li> <li>ESOL</li> </ul>

#### I. Chancelight Settlement agreement

BC-Spoke to the board regarding the details of the Chancelight payment. FACE was assessed a fine in 2008-2009 of \$125,000, that the previous management company agreed to repay. With the assistance of legal counsel, FACE has received their first repayment of \$25,000. BC explained the motion is to approve the agreement that Chancelight will pay the remaining amount by the end of the year.

BC-6:27pm-asks for a motion to approve the settlement agreement with Chancelight; RS- makes motion to approve; MD- seconds, motion passes.

#### J. Annual Goals

AR-Detailed the midyear updates to the Board. Annual goals were submitted on Sept. 29<sup>th</sup>. As it relates to Quality and accountability: Annie stated for both objective one and objective three, both of these objectives are difficult to record due to the annual review date on the IEP. This would be

better to report on an annual basis at the end of the year. Due to the hurricane FACE lost valuable time where they could have been starting goals, and inputting data into ABPathfinder.

JD-Stated when it comes to mastering goals, it fluctuates with our students, but FACE also experiences this trend with transfer students mastering goals, who often have them set too high and need to be adjusted. FACE would have a better picture once the goals are adjusted.

AR-Detailed the extensive IEP process FACE has and how it exceeds the standard requirements.

JR-Confirmed that parents love the FACE IEP process.

AR-Explained FACE is meeting all state requirements and will look to adjusting this goal in the future as receiving information on exceeding goals from DOE is a little difficult.

BC-Advised that we may want to address this in the future more formally, as this should be a part of the strategic plan, laying out FACE's initiatives, benchmarks and milestones. RS agreed.

AR-Stated FACE remained in FTE compliance with our state matrix levels. No other issues were presented and FACE was not selected as a part of the audit process. FACE has demonstrated to the District that they are proactive in resolving compliance issues. Annie discussed additional goals and detailed FACE's plan to remain in compliance regarding talent retention. FACE recognizes the requirements to be highly qualified is a strenuous process. Currently there are 3 teachers in a substitute capacity, but FACE is actively seeking certified teachers to fill those classes. Annie reviewed the current parent participation to increase talent retention with the Board. The Board agrees parent participation is difficult stating that many parents want to participate but are unable to do so for multiple logistical reasons.

#### **K. School security Feedback**

AR-Discussed the active shooter training at the Principal's meeting that prompted this security feedback. FACE's population is unable to comply with the suggestions presented at the principals meeting. Annie met with Chief Newman and also had an assessment conducted by Sgt. Rogers on FACE campus regarding the sensitive nature of our student population and how it relates to crime and safety. There were positive highlights as well as recommendations to enhance FACE's security measures. Annie presented these recommendations and future measures to the Board and Riverhills church in hopes that they can begin to implement these security measures as soon as it is feasible.

#### **L. Teacher Certification Updates**

AR-Stated as it relates to teacher certification, everyone is making progress toward being certified; those that were behind are making strides to be restored to their previous rate of pay.

BC-Reviewed the financial update and stated that the Board and FACE are currently waiting for the District on how FEED (state funding) is going to change. FACE will continue to accept payments and will update the budget once we get the update. FACE is also looking to the District for reimbursement on the ESY program. FACE is on the list to receive the funding and it will be retroactive.

#### **M. Spring Gala**

BC-Reviewed the details of the Spring Fundraiser gala, and went over the details for the event that was rescheduled from Nov. 11, 2017 to March 3<sup>rd</sup>, 2018 at Centro Asturiano in Ybor city. Save the Date and Sponsorship flyers will be distributed to the Board tomorrow.

**N. Adjourn**

BC-7:25-If there are no other items, asks for a motion to adjourn; motion passes

**4 NEXT STEPS/ ACTION ITEMS**

Action	Assigned To	Deadline
Revised payroll schedule for TA's	Annie	January Meeting
Budget at full staff market value	Annie	January meeting
RBT Compensation plan w/TA changes	Annie	January meeting
Send out Save the Date and Gala sponsorship	Andrea	Before next meeting

**5 MOTIONS APPROVED**

Motion	Motion	Second
November 1 <sup>th</sup> board minutes	MD	BC
RBT agreement	BC	RS
Bell schedule	JR	RS
Outside Agency agreement	MD	RS
Out of Field Teachers	RS	MD
Chancelight settlement	RS	MD

**UPCOMING MEETINGS**

JANUARY 17, 2018

FEBRUARY 7, 2018

APRIL 11, 2018

JUNE 6, 2018

