

Meeting Date: February 7, 2018
Approval: Brenda Connolly, Board Chair
Recorded By: Andrea Lee

1 ATTENDANCE

| Name | Title | Present |
|------------------|------------------|---------|
| Brenda Connolly | Board Chair | Y-Phone |
| Kyle Grammon | Director | Y-Phone |
| Annie Russell | School Principal | Y |
| Paul Malberg | Church Liaison | Y |
| Mike McCormick | Director | Y-Phone |
| Miles Davis | Director | Y-Phone |
| Ron Sklaver | Director | Y |
| Chris Dziubinski | Director | N |
| Judy Romera | Director | Y-Phone |
| Zaida Torres | Director | Y-Phone |

2 MEETING LOCATION & TIME

Building/ Room: FACE School-Principal's office and via conference call
 Actual Start/ End: 5:33pm /6:12pm 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-Annie confirmed that the meeting was posted on Facebook, the FACE website and the school office.

B. Due Dates Checklist

AR-Reported FACE is current on all items that are to be turned in.

BC-Wanted to confirm there were no additional items due, Annie stated that she would confirm when our outstanding items were submitted. Advised they were submitted on time.

C. Operations Report

BC-Stated that the Board presentation scheduled with Rebecca Null will be re-scheduled due to unforeseen circumstances.

AR- Reported enrollment at 124 students; 3 students withdrawn (1official. 1 went home school, 1 intensive ABA program, the other wants another program); 2 parents communicated a intent to withdraw but have not formally withdrawn;

KG- Asked how the new count will affect our budget

BC-stated she will provide the board with an update4d budget for review.

AR- We have 4 classrooms staffed w/substitute teachers;

RS-Asked what the FTE count was, Annie explained we will submit FTE on Friday.

AR- continued: We are seeking to hire 5 TA's; there were 5 resignations and 1 move from FT to PT, 2 TA's due to pay, 1 accepted position closer to home, 1 cited stress level and pay; FACE currently uses 1 therapist from PBS. FACE has contracted with GHR to assist with staffing issues. Employees will remain under GHR, but report to FACE for work.

RS- Asked what the cost was of the contract for the service; Annie stated she would provide that information.

KG-Asked are these resignations unusual or consistent activity from prior years.

AR- Stated we often see resignations after the winter break.

BC-We have significantly raised our standards re: who we want for Teachers and TA's requirements and expectations but have not necessarily increased rate of pay and this should be addressed.

AR-Annie stated FACE is continuing to recruit and hire but realize GHR is a bandaid over the problem.

BC-Asked if Judy see's this problem

JR-No, there are always openings, there will always be challenges.

ZT- Stated they see the same issues, pay and stress levels of the job.

AR-This is an issue that is not exclusive to FACE, but industry wide. Stated that if we continue to pay staff at the current rate of pay, the number of staff hired won't matter as FACE will not be able to retain staff.

JR- Stated that the job is difficult for the Aids and Teachers. The person hired will work somewhere else for more pay and less stress.

BC-I understand you and Tawnya are working on the revised pay schedule, do you need assistance from the Board?

AR- Stated they would gladly accept any assistance from any member.

BC- Would like to submit to the Board at the next meeting and will consult with Annie and Tawnya regarding an update on staffing/pay. Will schedule a meeting after the Gala, possibly in mid March. Annie will propose dates. Brenda is asking for a revised TA schedule to be presented at the proposed meeting.

AR- There are 18 DOE reported restraints this year; there were 10 reported this time last year. Annie stated the BU has been restructured and RBT's are in classes to better support staff; The Board is aware we received accreditation through BCHOE, and will forward a copy of the newly reported scores to the Board at the next meeting if the report is available; Spirit Week is this week at FACE, FACE Spirit shirts are here and on sale, Andrea will send a photo of the spirit shirt to the Board; the Spring fundraising Gala is scheduled for March 3rd any help that the Board can provide to promote ticket sales is greatly appreciated; Paddle4Autism event will be held on April 28th Ron asks for a flyer for the event; FACE will attend Shriners Fair on 2/14.; FACE will have a Friendship Dance 2/15 for our kids to dance and have a good time; FACE has also worked with USF's AMA and FACE is planning a field day with this group in March. Riverhills has completed installation on the playground; however the swings have not been replaced to date.

D. Approval of Minutes

BC- 5:45pm reviewed the December minutes and had no changes, asked for a motion; JR- makes motion to approve; ZT seconds, motion passes.

E. Budget Review

BC-Submitted the revised annual budget for board review. The adjustments were based on our October FTE count (129 students); this will need to be revised again for 124 students – based on FACE’s final enrollment count; \$2.1m in funding will be received. Last month FACE began receiving capital outlay and other state revenue. Revised revenue \$2.25; Expenses \$2.18m; resulting in \$66,000 surplus. Brenda stated this budget was based on actual cost to give a more accurate number for review; however this will be revised again and presented to the Board to reflect accurate count. Brenda has asked for a RFP for a new Auditor and is asking for board assistance to put this together, Kyle and Ron agree to work on this project. This would need to be out within the next month ideally the end of February or beginning of March.

F. Spring Gala

BC-Discussed events surrounding the gala. FACE will have Mark Fleming as a speaker. Mr. Fleming is on the spectrum and is now the owner of his own business as a Personal Trainer. Brenda and Andrea will work together to work out last minute details for the Gala. Brenda has also secured a photographer to come out FACE to take photos for a slideshow at the Gala and website. Zaida Torres and Judy Romera stated they would reach out to members of the community regarding attendance. Thank you to Mike and Ron for purchasing tables at the gala. Brenda would like to sell tickets after school and will work with the Board to come up with creative ideas to sell tickets.

Zaida will reach out to Gymnastics team to speak with them regarding attending the gala or participating.

G. Adjourn

RS-6:12-If there are no other items, asks for a motion to adjourn; motion passes

4 NEXT STEPS/ ACTION ITEMS

| Action | Assigned To | Deadline |
|-----------------------------------|-------------|------------------|
| Revised TA salary schedule | Annie | March meeting |
| Add meeting in March | Andrea | |
| Send Board photo so Spirit Shirts | Andrea | February 7, 2018 |
| RFP for a new auditor | Kyle G. | |

5 MOTIONS APPROVED

| Motion | Motion | Second |
|--------------------------------|--------|--------|
| 5:45 December minutes | JR | ZT |
| 6:12 Motion to adjourn meeting | RS | BC |

Brenda Connolly

UPCOMING MEETINGS

MARCH 28, 2018

APRIL 11, 2018

JUNE 6, 2018

