

Meeting Date: September 26, 2018
Approval: Ron Sklaver, Board Chair
Recorded By: Karen Kelley

OK
Ron Sklaver

ATTENDANCE

Name	Title	Present
Maureen Bowling	Director of Administration	Y
Annie Russell	School Principal	Y
Ron Sklaver	Board Chair	Y
Mike McCormick	Director	N
Miles Davis	Director	Y – Phone
Brenda Connolly	Director	Y
Zaida Torres	Director	Y – Phone
Judy Romera	Director	Y

MEETING LOCATION & TIME

Building / Room: FACE Rm 221 & Via teleconference

Actual Start / End: 5:05 PM

Meeting Recorder: Lisa Guthrie/Karen Kelley

AGENDA & MINUTES

- **Review of Public Notice**

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

RS - 5:05pm Ron Sklaver called the meeting to order.

MB - Confirmed that the meeting was posted on Facebook, the Website and FACE Office.

- **Approval of Minutes**

RS - 5:06 Asks if everyone had a chance to review the August Board Minutes. Asked for a motion to approve, BC made motion, JR seconds, approval unanimous, 5:07 pm motion passed.

- **Vice Chair**

RS – Nominated Brenda Connolly to serve as Vice Chair for the 2018-2019 School Year. Members did not have questions or concerns. RS asked for a motion to approve, MD made motion, RS seconds, approval unanimous, 5:10 pm motion passed.

- **Recommendation for New Bank**

MB – Recommendation from the last board meeting was to look into banks. Due to proximity also because we have a FACE PTO at Suncoast Credit Union, the recommendation is to go with Suncoast. They work with a lot of schools in the area. They are also very philanthropic and are based here in Tampa. Fees and costs are comparable. There were no questions or concerns.

RS – asked for motion to have the Board change banks to Suncoast Credit Union and authorize

RS, MB, and AR to bind the school as appropriate to do so, BC made motion, JR second, approval unanimous, 6:12 pm motion passed.

- **Compliance Checklist**

AR – Currently compliant with all the requirements, next item due is the Crisis Management Plan. Mo completed the document and Annie will upload on 9/27. Crisis Management Plan is due annually.

- **Suspension Criteria**

AR – Provided background information and discussed recommended suspension criteria for FACE students.

- **Parent Notification Letter**

BC – made motion to approve the Out of Field Parent Notification Letter, MD second, approval unanimous, 5:27 pm motion passed.



September 28, 2018

Dear Parent/Guardian:

All educators in Florida are monitored to ensure they meet certification and training requirements as mandated by law. Per Florida Statute 1012.42, when a teacher is assigned teaching duties out of the field in which the teacher is certified, the parents of all students in the class shall be notified in writing.

Hillsborough County Public Schools, as well as Florida Autism Center of Excellence (FACE) are committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. The district is assisting our teachers by developing an *Individual Professional Development Plan* to complete the requirements needed to become in-field and/or highly qualified.

All of our teachers are certified to teach, although some of them are currently out-of-field and are working on additional areas of certification. You have the right to know the professional qualifications of the teachers or paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it. If you would like more information, please contact the school at 813-985-3223.

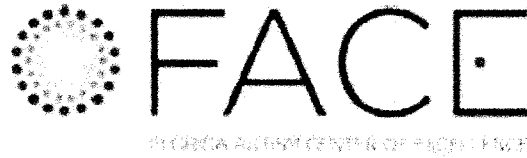
The table on the back lists teachers who are currently out-of-field.

Sincerely,

Annie Russell, M.Ed.
Principal
FACE
arusell@faceprogram.org

- **Out of Field Teachers**

AR – Presented Out of Field Teachers List. The list does not include substitutes per Hillsborough County and the Auditors. The table below shows teachers who are currently out-of-field and their highly qualified (HQ) status.



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
Tamara Whitley	ASD	7.31.2018	• ESE K-12	• Elem K-6 • Autism • ESOL
Mikayla VonOsdol	ASD	7.31.2018	• ESE K-12 • Elementary Ed. K-6 • ESOL	• Autism
Jocelyn George	ASD	7.31.2018	• ESE K-12	• Autism • Pre K/Primary • ESOL
Kaley Grant	ASD	7.31.2018	• ESE K-12 • Elementary Ed. K-6	• Autism • ESOL
Caitlin Llinas	ASD	7.31.2018	• ESE K-12	• Autism • Elementary K-6 • ESOL
Sydney Sampson	ASD	7.31.2018	• Social Studies 6-12	• ASD • ESE K-12 • Elementary K-6 • ESOL
Ashley LaFromboise	ASD	9.24.2018	• Elementary Ed.	• Autism • ESE K-12 • ESOL
*Janet "Jaz" Urtea	ASD	10.1.2018	• English (grades 6-12)	• Autism • ESE K-12 • Elementary K-6 • ESOL

Board Approved 9.26.2018
*Amended vote 10.9.2018

5310 E. Sligh Ave., Tampa, FL 33617 ph 813-985-FACE (3223); fax 813-985-3199
www.faceprogram.org

BC – made motion to approve Tamara Whitley, Mikayla VonOsdol, Jocelyn George, Kaley Grant, Caitlin Llinas, Sydney Sampson and Ashley LaFromboise for their Out of Field Teacher Status, JR second, approval unanimous, 5:41 pm motion passed.

- **Operations Report**

Provided overview of items outlined in attachment A.

- **Board Committee Updates**

- Fund Raising Committee
 - Identify individuals who will help with planning and fundraising
 - Committee can submit two smart goals - Attempt to initiate contact with a certain number of organizations by dates to be determined; Manage Gala to raise specific amount of money by a certain date
 - BC will be on the committee with JR
- Governmental Affairs Committee
 - \$250.00 donation from Philip Levine will be forthcoming
 - Continuing to lobby for support regarding schools not having to utilize needed funds for safety officers
 - Goals – Build awareness
 - Long term – have a legislator to talk about it on the floor in the chamber or have a newspaper article published so that the general public can get a feel and respond to their own legislators

- **Parent Liaison**

RS – made motion to nominate JR as Parent Liaison for the 2018-2019 School Year, BC second, approval unanimous, 6:28 pm motion passed.

- **Operations Review**

- On-Boarding Process
- Tawnya Hanlon is getting more involved in the hiring process
- PTO will be automated through ADP
- Website will be revamped
- Sunbiz needs updated
- Van Purchase
- LOI for Community Foundation of Tampa Bay for a competitive grant proposal.

- **Review Financials**

- MB and BC will meet to go over the structure of the financials and also the current financial condition and presentation.

ADJOURN

RS – 7:10 pm asks for a motion to adjourn; BC – motion to adjourn, JR seconds, motion passes.



NEXT STEPS/ ACTION ITEMS

Action	Assigned To	Deadline
Discuss ways to distribute donation funding (Meeting TBD)	Board members	Ongoing
List of Parents and their Employers	Unassigned	
Consortium information to Miles	AR	November Board Mtg
Sunbiz update	MB	November Board Mtg

MOTIONS APPROVED

Motion	Motion	Second
5:07 pm March Board Minutes	BC	JR
5:10 pm Appoint Brenda Connelly as Vice Chair for 2018-2019 School Year	MD	RS
5:16 pm Allow the Board to change banks to Suncoast Credit Union and authorize Ron Sklaver, Maureen Bowing and Annie Russell to bind the school as appropriate to do so.	BC	JR
5:27 pm Approve the Out of Field Parent Notification Letter	BC	MD
5:41 pm Approve Tamara Whitley, Mikayla VonOsdol, Jocelyn George, Kaley Grant, Caitlin Llinas, Sydney Sampson and Ashley LaFromboise for their Out of Field Teacher Status.	BC	JR
6:28 pm Motion to nominate JR as Parent Liaison for the 2018-2019 School Year	RS	BC
7:10 pm Motion to adjourn	BC	JR

UPCOMING MEETINGS

NOVEMBER 14, 2018

JANUARY 16, 2019

FEBRUARY 6, 2019

APRIL 24, 2019

JUNE 5, 2019



ATTACHMENT A

Florida Autism Center of Excellence

Board Meeting

September 26, 2018

I. Enrollment as of 9.18.18

a. Our current enrollment is 132 students. Enrollment was reported at 133 at the last board meeting. We currently have offers out for 3 students.

b. We have openings for enrollment in 5 classes (pk, academic k-2 and 3-5, high school transition and Vocational) but do not currently have any applicants on the waitlist for these classrooms. It is typical to not experience capacity for these classrooms

II. Personnel Update

- a. A substitute teacher has been hired for the Lower Elem. Transition class as well as the High School Intervention class. We are still continuing to interview for credentialed teachers to fill positions staffed by subs.
- b. We currently have 2 TAs from the temp staffing agency GHR. We are interviewing to replace these temps. At the last board meeting there were 3 but one has since resigned.
- c. We have had 4 resignations since the last board meeting (year total of 9)
 - i. 1 teacher resigned with minimal notice; no reason was provided other than accepting another teaching position with a gen. ed. Population
 - ii. 1 TA resigned citing medical needs
 - iii. 1 TA resigned due to germ exposure working with children
 - iv. 1 TA resigned; reason provided was accepted another position
- d. We have 6 classrooms currently staffed with substitute teachers
 - i. 2 are teachers who have not met compliance for their agreements to earn and were discussed at the May board meeting
 - ii. 4 substitute teachers that were hired this year. Both hold degrees and are working with FACE Principal to complete steps towards certification

III. Behavior Updates- There has been 8 DOE reported restraints this year (as of 9.18). There was 1 reported incident by this date last year. 7 of the restraints have been for 1 student.

IV. Community updates

- a. 2 FACE staff recently attended FABA for professional development
- b. We will be sending 3 staff to participate in the 2018 Florida Charter Conference in October
- c. We recently hosted one level 1 OT intern from Polk State College. This is a reoccurring partnership with the college and we are always happy to provide their students with school based experience

V. Facility Update: Mold in rooms- the church has treated and extracted all areas. The room should be opened for use 9.24. +

