

Meeting Date: August 29, 2018  
Approval: Ron Sklaver, Board Chair  
Recorded By: Karen Kelley

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# 1 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
Brenda Connolly	Director	Y
Zaida Torres	Director	Y
Judy Romera	Director	Y

## 2 MEETING LOCATION & TIME

Building/ Room: Via teleconference

Actual Start/ End: 5:25PM

Meeting Recorder: Karen Kelley

## 3 AGENDA & MINUTES

### A. Review of Public Notice

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

RS- 5:25pm Ron Sklaver called the meeting to order.

AR- Stated the meeting was posted. Due-dates checklist - RS asked to add as a standing agenda item. AR – Stated we have not received from due dates checklist form charter office and hasn't had time to go to charters link and copy down and put in excel spreadsheet. RS – asked if we know what is first on the list or if we missed anything. AR – stated Board minutes for last month. RS – stated he would turn them around fairly quickly.

### B. Financials

RS – Discussion deferred as the financials are addressed during budget discussions.

### C. Operations Report

RS- 133 enrolled with potential for 135, 5 IEPs on desk for consideration, room for 1 more student. AR – stated 2 students per week is the typical growth. We can't add more students if we don't have the staff. RS – we have room in PK, AK-2, A3-5, Voc; currently interviewing and hiring teacher. AR – stated an offer letter was presented and the new teacher starts on Tuesday. MB – We conducted 3 in person interviews, pre-screens were done prior to arrival; Pre-screened 5 people last week. Not looking for volume but quality. Need to retain staff for a couple of years and reduce turnover.

RS – Recent resignations are a cause of concern. Asked if positions being hired are to replace staff that resigned? AR - stated that we are hiring to replace GHR. RS asked what roles they fill and why we're using them. AR – 2 resigned before starting training, 1 resigned after 2 hours of training citing fear of

students, 1 resigned after first day citing difficulty of population, 1 resigned after 10 days citing higher paying job. RS – FACE has 4 classrooms with substitute teachers. AR – 2 teachers have not met compliance for their agreements to earn and were discussed at the May Board meeting; 2 substitute teachers were hired this year. Additional steps are needed for certification. The substitutes are aware that we are under the statutory obligation to continue to look for and hire certified teaching staff. RS – There was 1 restraint first week of school. AR – This is normal for the beginning of the year. RS – The open house was a success. We offered 2 dates/times this year and received a lot of feedback. AR – We are going to send two people to the Florida Convention, one behavior analyst and our lead RBT. Our second BCBA will actually be out on maternity leave during that conference.

#### **D. Board Committee Updates**

RS – Board members to email all updates to assignments, RS to aggregate it all and e-mail it; will call a brief board meeting just to go over updates. All Board members were in agreement.

#### **E. Audit Status Update**

AR – Bob Walker with King & Walker has been working on the audit. He is able to do significant work off-site. He will be on-site for field work on September 6<sup>th</sup>. RS – bottom line is that we are on schedule and on budget.

#### **F. Review of 2017-2018 Behavior Data**

AR – Requested to table until next meeting due to AB Pathfinder data not being in consumable form. BC – Expressed concern due to cost of the program and accessibility of standard reports that we can draw as the user and not have to go through the vendor. AR - stated that the program is designed more for ABA companies than a school setting. RS – bottom line – we are asking for a custom report.

#### **G. Change Banks**

AR - We have wanted to change banks for many years; currently use bank that Quest used and the closest location is in Seffner. RS asked if this have been researched. AR – stated that it is being brought forward as a Board member recommended the change. RS – Not a problem when you find a bank; MB to take the lead and bring recommendation to the Board.

JR-5:53pm JR makes motion to authorize Chair to add Maureen Bowling as signer when bank is changed. BC seconds; motion passes

#### **H. School Security Officer Update**

RS - we have concluded negotiations with the district and made modifications with memorandum of agreement. Rosemary O'Shea concurs with the decisions that we made in the course of negotiating. We are waiting for the papers from the School District's attorney.

#### **I. Administrative Updates**

MB – stated that we are trying to get everything on an even keel by hiring TA's to cover call outs. Working on a plan to keep and retain them and build a team and put TA's on a path to keep them at least 2 years – have a career path. Recommended holding off on partnering with schools until processes are implemented. Currently getting well-rounded processes in place, new hire onboarding, new hire training schedules, reviews and reports, re-evaluations and re-writing position descriptions. Moving into salary structures and ranges, Annie has most of that, I think Admin is what we need to look into. Ideas

for retention of TA's are Education (RBT track or Teacher track); outlining what the track would look like and the intervals to accomplish it. RS - When we do exit interviews do we have an idea as to why they leave? AR stated typical response is rate of pay, stress of position. RS – we are on the right track when you say let's stabilize staff. It is foundational. When you write a new policy how do people reference it? MB – 1<sup>st</sup> we put the process into action and work it to see if there are holes in it. Do we need to change things? We will make sure it is working and then show it to staff, then post on share drive.

#### 4 ADJOURN

RS – 6:21pm asks for a motion to adjourn; JR – motion to adjourn, BC seconds, motion passes.

#### 5 NEXT STEPS/ ACTION ITEMS

Action	Assigned To	Deadline
Discuss ways to distribute donation funding (not sure what this is)	Board members	Ongoing
Mold Action Item	Annie Russell	Next Board Meeting
Research and recommend New Bank	Maureen Bowling	Ongoing

#### 6 MOTIONS APPROVED

Motion	Motion	Second
5:53pm Authorize Chair to add Maureen Bowling as signer when bank is changed	JR	BC
6:21pm Motion to adjourn	JR	BC

#### UPCOMING MEETINGS

SEPTEMBER 26, 2018

NOVEMBER 14, 2018

JANUARY 16, 2019

FEBRUARY 6, 2019

APRIL 24, 2019

JUNE 5, 2019