

Meeting Date: January 16, 2019
Approval: Ron Sklaver, Board Chair
Recorded By: Lisa Guthrie

Approved by:  on 2/19/19.

ATTENDANCE

Name	Title	Present
Maureen Bowling	Director of Administration	P
Annie Russell	School Principal	P
Ron Sklaver	Board Chair	P
Miles Davis	Director	A
Brenda Connolly	Director	P
Judy Romera	Director	P

MEETING LOCATION & TIME

Building / Room: FACE Teacher Resource Room

Actual Start / End: 5:36 PM

Meeting Recorder: Lisa Guthrie

AGENDA & MINUTES

- **Review of Public Notice**

- Posted on website
- Posted on school door

RS – 5:36 pm Ron Sklaver called the meeting to order.

MB - Confirmed that the meeting was posted on Website, FaceBook and School door.

- **Approval of Minutes**

RS – Asked if everyone had a chance to review the minutes and if there were any concerns. None noted. BC made a motion to approve the minutes from November 16, 2018 meeting, JR seconds, approval unanimous, 5:38 pm motion passed.

- **Out of Field Teachers**

- The board reviewed the Out of Field Teachers. There were no changes and remain as passed in September 2018's Board meeting.

- **Compliance Check List** – MB – The Compliance Check List was reviewed. The report has evolved to show 3 rolling months. The report indicates that nearly all December deadlines were met. RS asked about color coding on the report. To which MB explains the listing of the FSAA report is still outstanding. It is colored red, because it was late.

- The first report delayed – Title 1, Phase 3 and 4 uploads. MB explains the event cannot be uploaded until the event has been held. RS reminds the Board and Sr. Staff that Title 1 brings revenue and asked if there were late fees. MB and AR explain there are no consequences for late filing for Title 1. JR states that the purpose of the Parent Teacher Conference night is to allow communication with the parent early enough in the grading period that the student has time to bring the grade up. A grade can't be fixed to late in the quarter. RS asked if there is other

 2/19/19

Approval Date:

Phases to Title 1. MB explains that the next Parent Teacher Conference is already scheduled and will be earlier in the grading period.

- RS asks why the FSAA submission was late. AR's states because of technology issues, her emails are not accurate across platforms. Meaning the emails showing when accessed from her desk top do not reflect what her mobile device show. BC asks the purpose of the FSAA upload. AR explains it lets the state know how many tests to order.
- RS asks about the late delivery of the High School Intervention Report Cards. AR states she is at fault for the delay. Due on 12/21 and still not complete on 1/16. She needs to get with the current teacher to complete. RS asks who the teacher was on 11/8. AR says that there was no teacher at that date due to staff leaving and she was the teacher of record during that period. She also states that this is regarding progress reports not report cards and parents have access to the information through ABPathfinder. RS again asks when this item will be complete. AR points out this is an internal exercise and not tied to the district therefore not tied to funding or late fees if late. RS states that does not negate the importance of the activity. BC asks the number of students in this class. AR replies 8.
- RS asks how the rest of the compliance activities are shaping up. MB replies that we have a fire drill scheduled. She explains that fire drills are a very big challenge to our population. The last fire drill was very lengthy because of unexpected behaviors in some of our students. The Shelter in Place and Sever Weather drills go better. BC asks if there is a special type of program, or protocol in evacuating people with special needs. MO explains that it's primarily ignored in the safety community.
- RS asks about 2nd quarter report cards. Is the deadline going to be met? AR states all cards are in except for 2 classes and theirs should be in the following day.
- RS states that the purpose of the upcoming 2/6/19 BOD meeting is to approve the minutes from tonight's meeting. AR further explains that that meeting is part of FTE compliance. JR states it would be nice to have all the FTE compliance steps laid out so everyone can better understand them.
- **Action Item (Tasks) Update** – The following was discussed:
 - List of Parents and their employers – MB – All on paper. Will design a better intake process to capture this data at the beginning of the school year.
 - Letter to Legislators – RS to speak with Miles
 - Propose alternative policy for personal days (call outs) - Very low priority currently.
 - Comparison of salaries/pay scales/benefits (district/state) what would impact be if more staff took advantage of benefits?
 - Contract process: Not completed
 - Discuss/come up with solutions for incentives/stipend for Lead Teachers given our current financial situation. MO explained that there will be 2 payments of \$500 to each lead teacher.
 - It was decided to track separately - weekly/monthly tasks verses ongoing Board activities.
- **Financial Review** – RS wants a better understanding of financial overview. He wants to see the financial numbers ahead of the BOD meetings. BC is working with MB to create reports. The goal is to have the financials complete on week following month end.

 2/19/19

Approval Date:

Page 3 of 7

- BC states she needs to revise the budget. It needs updating and BOD approval. She only wants to make a single adjustment. December numbers are complete. RS specifically asks for the Month End Cash Position. BC states she's been very cautious around payroll – making sure there is enough cash. JR clarifies that RS is looking for the current budget, the cash expenditures (cash flow) and the next month's projection.
 - Both budget and credit card will be in QuickBooks in the near future.
 - BC is working toward having the ability to show in slide format key take aways from month to month budget changes.

- **Board Meeting Schedule** – RS purposes a change in meeting time from 5:00 PM to 5:30 PM. The meeting on 2/6 at 5:30 was added so the 1/16 BOD minutes can be approved. RS moves to move the meetings to the 3rd Wednesday of the month. Alternate locations were discussed. However, it was decided to keep the location at the school. RS asks to have the schedule moved on our website from the PDF to the actual page.

- **New APC Position** – AR thanks the Board for the new position. She states this was discussed and acted on outside of a meeting and must be voted on and approved before moving forward with a hire.
 - There were at the time of the meeting 110 applications.
 - MB and AR dropped the applicants to 15. MB will be conducting phone screenings.
 - They will cut the number to 8 – 10 and bring people in to interview.
 - For the final cut of 3 or so individuals will be interviewed by a panel of FACE staff
 - Applicants that get past the panel – person being made an offer should have at least a phone screening with the BOD.
 - AR requested BOD clarification as to their involvement in the hire process for this position. RS states that he feels this position is critical to the ongoing success of the school and he feels the board should be involved in the hire process.
 - BC explains that when the school decides on a new position that a line item must be added to the budget. By adding that position the board is approving.

- **Senators** – RS asked why the senators hadn't attended the meeting as planned. MB states that they did not have business to bring before the board. RS asked the minutes to reflect they are always welcome at board meetings.

- **Board Committee Updates** - RS states that the Governmental Affairs committee has dissolved. JR gave updates on the Fundraising Committee. JR is looking for a location for the Gala and spoke about the Bayanihan Arts and Events Center. The facility is free, however meals run about \$23 per person. BC discusses the need to keep ticket costs low for our families. She acknowledged that there were only 3 families at last year's Gala. JR needs date, time and location in order to start soliciting donations. Who knows someone in the media to get us media coverage? BC will work on promotions. MB is looking for cost of sponsoring corporate tables. JR is developing next steps.

- **Operations Report** – AR leads with enrollment numbers.

 2/19/18

Approval Date:

- She is expecting 136 students by the FTE count. The October FTE count was 132. BC assures the board that the budget was submitted for 135 and amended to 132.
- MB says all GHR temps are gone
- AR discusses that there have been 4 resignations since 1/1/2019. Exit interviews are being performed.
- AR states that there are currently 9 classrooms with substitute teachers.
- There is an HR pipeline for the open teacher positions.
- AR provides behavior updates – There have been 41 restraints this school year. Compared to 17 at the same time last school year.
 - Note that 33 of these occurrences are regarding 1 student. Next steps will be to bring in district. RS questions the length of time since first reported on and the time moved to the district level. Currently a meeting is being coordinated with 5 district employees.
 - MB states that fits with discussion of a new operations practice of cross departmental planning for some students whose behaviors affect classroom and other staff on a large scale. Currently there are 6 one on one staff members with a payroll cost of \$2642 per week. A matrix has been designed to help determine next steps to help decrease the individual's need of a one on one aide. This will allow the 6 to pick up a larger number in the ratio spreading the payroll costs over a broader student count.
- RS asked for further detail regarding the matrix. MO states it's a student severity scale. A tool they can use to determine the level of care a student may require based on known behavioral needs.
- Mid-year and 90 day reviews – MO says they are in line and on time.
- Staff office move – MO shares the changes in where BU is placed and how there will be some RBTs stationed on the first floor for safety reasons. She shares the fact that the library is being used by several classes and very much enjoyed.
- Parking lot – lights have been added to dark hours.
- Intensive services / Matrix – meeting to ID students who may need more support than what in their IEP. The matrix is driven by the IEP. Most kids at FACE are a level 3 or 4. RS asked the criteria to evaluation. AR explained why you have to show over time if an intervention is working or not. It's difficult to remove a student. This is the first steps in documenting for a change in placement. Discovery happens in the matrix meetings. Our goal is to make the student independent it's in their best interest to have the least restrictive environment.
- Behavior Unit changes – MB explains that the RBTs will become a built-in part of each classroom ratio. They are currently TAs. There is no change in salary until they have taken their test. Full discussion of the restructure followed. This change is scheduled to be complete by end of month.
- ADP reports were reviewed. BC asked if data could be shown over time to see if there was a trend. JR replied that FACE does not get to the upper level of salary for teachers because we do not retain them for any length of time. AR also states that as a center school we will have more paraprofessionals than standard schools. MO described a graph that Tawnya tracks regarding floats. The number of call outs is not any higher than other charter schools in the area.
- Contract Updates – MB is providing detail on our monthly expenditures. There will be some spends that will be dropping off. This project will be complete in 2 weeks. BC explains that she's encouraged to see where expenditures can be combined and/or eliminated.

(15) 2/19/19

Approval Date:

- **Mail Procedure** – RS read a letter from Winn-Dixie saying that FACE has been chosen as a beneficiary of their community bag sales. The letter had been post marked from before winter break. He stated that we are to open all his mail and take action accordingly.
- **Success Story** – LG shared that her son had recently made progress with discarding unwanted items in the trash can. Historically he had just thrown unwanted across the room. The day before he decided that he did not want to do his classroom work, rather than throwing papers, he took them to the trash can to discard. He was “all done” with his work!

ADJOURN

RS – 8:31 pm asks for a motion to adjourn; JR – motion to adjourn, BC seconds, motion passes.

 2/19/19
Approval Date:

NEXT STEPS/ACTION ITEMS

Task	Assigned To	Due Date
Letter to Legislators – Market to other Charter schools RS to Review with MD	MD & RS	Before January Legislative session begins.
Contract process	MB & BC	TBD
Budget revision	BC	February 19
Month End Cash Position, Cash Balance, January Out Flow	BC	TBD
Gala location	JR	February 19
ADP report revision	MB	TBD

MOTIONS APPROVED

Motion	Motion	Second
5:38 PM Motion carried to approve the minutes from November 16, 2018 meeting.	BC	JR
6:24 PM Motion carried to change the day and time of upcoming Board of Directors meetings to the 3 rd Wednesday of the month at 5:30 PM. The location remains unchanged.	RS	BC
6:29 PM Motion carried to move the February BOD meeting to 2/19/2019.	RS	JR
6:30 PM Motion carried to move the March BOD meeting to 3/27.	RS	BC
7:22 Chair moves to add the position of APC	RS	JR
8:31 pm Motion to adjourn	JR	BC

UPCOMING MEETINGS

FEBRUARY 6, 2019 - CONFERENCE CALL


FEBRUARY 19, 2019

MARCH 27, 2019

APRIL 17, 2019

MAY 15, 2019

JUNE 19, 2019

 2/19/19

Approval Date: