

Meeting Date: November 20, 2019

Approved by: *Bob Slaver* on 12/18/19.

**ATTENDANCE
MEETING LOCATION & TIME**

Name	Title	Present
Ron Sklaver (RS)	Board Chair	P
Sherry Maklary (SM)	Director	P (Telephone)
Judy Romera (JR)	Director	P
Caryl-Marie Barron (CB)	Principal	P
Sydney Sampson (SS)	Director of Curriculum and Instruction	A
Lisa Guthrie (LG)	Staff	P
Rachelle Hoover (RH)	Accountant	P (Telephone)
Cheryl Sklaver (SK)		P (Telephone)
Aida Delgado (AD)	Staff	P (Telephone)
George Radka (GR)	Staff	P
Hector Alberty (HA)	Staff	P (Telephone)

Building / Room: Main Conference Room

Actual Start / End: 5:35 pm / 7:45 pm

Meeting Transcriber: Karen Kelley (KK)

AGENDA & MINUTES

- **Review of Public Notice**

- Posted on Facebook
- Posted on school door

RS - 5:35 pm Ron Sklaver called the meeting to order.

JR - Confirmed that the meeting was posted on Website, FaceBook and School bulletin board.

- **Approve Minutes** – RS – Asked if everyone had an opportunity to review the minutes and if there were any concerns. None noted. JR made a motion to approve the minutes from October 16, 2019 meeting, SM seconds, approval unanimous, 5:38 pm motion passed.
- **Review of Compliance Checklist** – CB – Currently in compliance.

***Out-of-Field Teachers** – The table below represents the certifications of our teaching staff at FACE. Please note the certifications held by our Teachers, as well as the areas that they are currently out-of-field for, according to their teaching assignment. Substitute Teachers are not listed; if you have questions or concerns about the qualifications of our Substitute Teachers, please contact Sydney Sampson, our Director of Curriculum and Instruction.

Teacher	Teaching Assignment	Assignment Start Date	Certification(s) Held	Out-of-Field Area(s)/Class(es)
Joyce Gelinias*	PK, Grades K-2, ASD	9/3/19	<ul style="list-style-type: none"> • ESE K-12 • PK/Primary PK-3 	<ul style="list-style-type: none"> • ASD
Briana Stewart	Grades 3-5, ASD	7/29/19	<ul style="list-style-type: none"> • ESE K-12 	<ul style="list-style-type: none"> • Elementary Education K-6 • ASD
Tawanna Johnson	Grades 3-5, ASD	7/29/19	<ul style="list-style-type: none"> • ESE K-12 	<ul style="list-style-type: none"> • Elementary Education K-6 • ASD

Tracy McMahon	Grades 6-8, ASD	7/29/19	• ESE K-12	• Elementary Education K-6 • ASD
George Radka*	Grades 9-12, Vocational, ASD	7/29/19	• ESE K-12	• Elementary Education K-6** • ASD

JR – made motion to approve the revised Out-of-Field Teacher Status as listed above and the Parent Notification Letter, RS second, approval unanimous, 5:42 pm motion passed.

• **Staffing Update –**

- **Staffing Chart - Update –** CB – There are 7 degreed permanent subs out of 9. Two subs are not degreed. Priority for hiring is to replace the non-degreed substitutes. Screening applicants to ensure we are hiring the best experienced person for the job.
- **Personnel searches**
 - **BCBA –** CB – The BCBA search is on hold while we address other staffing priorities. We will extend the PBS contract for another month, and to manage with their 2 part-time BCBA’s. The plan is to hire two part-time BCBA’s to provide us scheduling flexibility. CB assures the Board this is practical and there’s reasonable likelihood we can find them.
 - **ESE Specialist –** CB – We have hired an individual from Maryland who will start December 18, 2019.
 - **APA –** CB – The first priority is teachers in the classroom, followed by the APA. Discussion ensued regarding the position description, requiring teacher certification and degree.

• **Financials review –**

- **Plan for managing January shortfall –** CS – There were three payroll periods in November which will leave us short on cash for the first payroll in December. CB – Contacted District regarding the status of the ESY payment. Requested a clear and defined time as to when the check will be disbursed to us. CS – Recommend contacting AP to find out when the payment will be made. RS asked if we could have the money prior to Thanksgiving. CB noted the District shuts down the week of Thanksgiving. JR noted the urgency. CS – The payroll of concern is December 11th however we get our FEFP payment on the 13th. RH – Whoever submits payroll will need to submit it on the 12th instead of the 11th. CB directed LG to note in her calendar to not post payroll until Thursday the 12th.
- **Standard cash flow report –** CS – Recommend that CB and RH revamp the forecast to reflect the new staffing model.
- **Moving accrual entries to bookkeeper –** RS – Emailed Bob King regarding the new accountant service that Rachelle will provide. He is in the process of transitioning over the monthly accrual entries to Rachelle. King & Walker will continue to do the audits.
- **Fundraising –** SM – Limited progress due to personal circumstances. Trying to contact the Bucs as December is a big giving month. RS asked if it is too late to put together some type of holiday art thing in Dunedin. SM noted she reached out to

them and has not heard back, she will try to stop by to talk with them sometime in the next two weeks.

- **Operations review –**

- **Enrollment** - CB – We have 19 students on the wait list but they would require one-on-one supervision or have extreme behaviors that would require additional staff to accommodate. We will reach out to PBS to see if the parents can pay via their insurance for the one-on-one service. RS questioned if we could require that under our charter or District rules.
- **Behavioral Update** – The Board asked CB to provide a comparison of restraints compared to last year.
- **Parent Teacher Conference Night** – CB – We had a great response with about 35 families showing up.
- **Science Fair** – CB – Sydney did a nice job coordinating the science fair. The students were excited.
- **Character Parade** – LG – We did receive tons of candy from parents. The students enjoyed it.
- **Access Points** – RS asked if the access points are installed. CB confirmed they were and will follow up with Spectrum for high speed internet.
- **Time Clock** – LG – The new timeclock was installed because the software required an update and the old clock was not compatible. Discussion ensued regarding the cost, and the staff was admonished that only CB and RS have the authority to spend. LG to follow up with ADP to verify the charges and request ADP consume the cost due to their requirement to change in support of their software upgrade.
- **Fire Drill** – Completed with no issues.
- **Turn Over Report** – RS – Abandonment counted for 20 percent of the turnover though the absolute number is down to 3-4; if it continues for the next couple of months it will be a huge win. This report should be included for every Board meeting.

ADJOURN

SM – 7:45 pm made a motion to adjourn; JR seconds, motion passed.

MOTIONS APPROVED

Motion	Motion	Second
5:38 PM Motion to approve the minutes from November 20, 2019 meeting	JR	SM
5:42 PM Motion to approve the revised Out-of-Field Teacher Status as listed above and the Parent Notification Letter.	JR	RS
7:45 PM Motion to adjourn	SM	JR