

Meeting Date: February 17, 2021

Approved by: Judith K. Williams on 3/24/21.

ATTENDANCE

Name	Name
Maynard Harvey (MH)/Principal	Lara Barchard (LB)/Director
Judy Romera Williams (JRW)/ Board Chair	Elisabeth Sahhar (ES)/Staff
Margaret Moran (MM)/Director	George Radka/ Staff
Juliana G-Isaza (JI)/Staff	Tabitha Chapman/Staff
Sydney Sampson (SS)/Staff	Aida Delgado/Staff
Hector Alberty (HA)/ Staff	Tawanna Johnson/Staff
Antonia Elia/Staff	Jimenez Family/Guest
Juliana G.-Isaza (JI)/Staff	Kelly/Guest
Amy Quesenberry (AQ)/Staff	Unidentified/Guest

MEETING LOCATION & TIME:

Building/Room: Zoom Video Conferencing Platform

Actual Start/End: 5:33 PM - 6:45 PM

Meeting Recorder: Hector Alberty (HA), Administrative Assistant to the Principal

I. CALL TO ORDER:

- JRW- 5:33 PM Judy Romera Williams called the meeting to order. A quorum was met.

II. REVIEW OF PUBLIC NOTICE:

- Posted on School Website
- Posted on School Facebook Account Page
- Posted on ClassDojo
- Posted on School Premises

III. APPROVAL OF MINUTES- January 20, 2021.

JRW- Asked the board directors if they had an opportunity to review the January 20, 2021 board meeting minutes; they had. MM noted that on page 4, a correction was needed and proposed that the term “adjourn” be changed to “accept”. MM made a motion to approve the minutes for January 20, 2021 pending that edit, LB seconded the motion, motion passes- 5:36pm.

IV. REPORTS:

- a. Review of District Compliance Checklist/Status-** JRW- Asked how FACE was performing in terms of compliance. In reviewing the compliance report, MH stated that the current

compliance score is 98%. MH stated that most, if not all, items for the month of February have been submitted with some items due in March and April currently being worked on for early submission; one being a Fire and Safety inspection that will be conducted on February 25, 2021.

- b. Review of Financials-** A run-down on the financial report for January was provided to the board, via a pre-recorded video made by FACE bookkeeper, David Hand. MM, at this time, is requesting that David Hand provide the board with all available reports that can be generated on QuickBooks monthly. As the board disseminates what reports are the most pertinent to what they are seeking, the number of reports requested will go down in number. HA played the provided, pre-recorded video. MM inquired about the Amazon Business account and purchases made through it, she asked were on the cash flow report this would be reflected. MM stated that if the accounts associated with each line item were listed, it would be easier to make sense of the listed totals. MM also inquired if rent payments remained the same during the summer break. JRW asked if there had been any word or mention of ESY (Extended School Year) at this time. MH stated that he has not yet received word about the status of ESY. Discussion ensued. MH asked the board if any additional questions regarding the monthly financials were had at this time, none were had.

- **Principal Report- Maynard Harvey**
 - MH reported on several events that were held/spearheaded by FACE's specials teachers, Elwood Bond, Marlene Williams, and Amanda Gordon: they being the Friendship Dance and a Mardi Gras Line. Additionally, MH discussed the upcoming assessment testing schedule. Discussion ensued.

- **ESE Department Report- Elisabeth Sahhar**
 - ES stated that ESE department remains at 100% compliance regarding IEPs, evaluations, and other documents. They have performed 4 to 5 new transfer IEPs this past week and are reporting 0 errors for FTE date certain. ES reported continued progress with student data collection and the utilization of Progress Buddy. MM asked if it would be possible to provide the board with a listing of commonly utilized terminology at FACE, with brief descriptions/definitions for each. ES stated that she would be more than willing to create this and present it to the board. MH wanted to note ES's involvement and assistance in the office working on various administrative tasks and duties.

- **Curriculum & Learning Department Report- Sydney Sampson**
 - SS opened her report with a recent conversation that she had with FACE's district resource teacher, Tracy Agular. During this conversation it was mentioned that FACE has done an exceptional job ensuring that reports are completed and submitted on time and with few to no errors, as compared to previous school years. SS asked the board to refer to the sent addendum and if they had any questions regarding its contents. SS asked that the board approve a newly hired teacher who is currently out-of-field, Tammy

Casanova, and an existing substitute, Antonia Elia, who has had their paperwork recently accepted by the Florida Department of Education.

- ✓ Approval of Out of Field Teachers- Tammy Casanova -MM made a motion to approve out-of-field teacher Tammy Casanova, JRW seconded the motion, motion passes- 6:04pm.
- ✓ Approval of Out of Field Teachers- Antonia Elia -MM made a motion to approve out-of-field teacher Antonia Elia, JRW seconded the motion, motion passes- 6:04pm.
- JRW inquired about an event that SS had listed in her report. SS explained that this event would be conducted in a town-hall fashion and would detail/explain to parents the importance of the school assessment plan. This will provide a brief overview of the assessment tests themselves, as well as, testing protocols and Covid-19 protocols. A letter will be sent out via postal service and electronically to parents with their student's testing schedule, providing them ample time to prepare.
- **Data Processor Report- Amy Quesenberry**
 - AQ provided an update on FACE's student numbers and the announcement that there was a projection of 144-145 students present during the week of FTE. Additionally, that there were no reported errors on submitted FTE documents. Lastly, AQ announced that she will be spearheading a "Painting with a Twist" fundraiser to occur in the month of April; this will be held virtually. MH mentioned a conversation that he had with AQ regarding a need to come up with a marketing plan to reach out to the community. MH will be forming a team to come up with ideas, concepts, and execution of targeted/identified community outreach opportunities.
- **Behavior Department Report- Juliana G.-Isazu**
 - JI discussed the influx of staff member who have shown interest in, and who are currently pursuing their RBT (Registered Behavior Technician) certification. JI has been providing these individuals with studying materials and guides to promote/enhance their motivation. Lastly, JI wanted to commend FACE classroom staff on their continued involvement addressing behavioral instances around campus and within their classrooms.

V. OLD BUSINESS:

- N/A

VI. NEW BUSINESS

- **Approval of Proposed 2021-2022 School Calendar-** MH requested that the board approve the currently proposed 2021-2022 school calendar, with expectations for administration to begin in-service professional development planning for the 2021-2022 school year. MM inquired about the preplanning dates for staff. Discussion ensued surrounding thoughts on staff preplanning. MM asked if there was a particular reason as to why there were not teacher in-service days set aside for the first half of the school year and implored that MH look at the possibility of adding one if beneficial. MH asked that the board approve the currently proposed 2021-2022 school calendar with the flexibility to make edits if warranted. JRW made a motion to approve the proposed 2021-2022 school calendar, MM seconded the motion, motion passes- 6:39pm.
- **Notice of Patent and Trademark-** MH presented to the board a received document/letter notifying of a patent renewal. MM asked that MH send the document/letter to the board for review.

VIII. ADJOURNMENT:

- 6:46 PM- JRW asked for a motion to adjourn the meeting. MM presented a motion to adjourn; LB seconded the motion. Motion passes.

ACTION ITEMS:

Action	Assigned To	Deadline
ESY Update- MH to seek and provided information regarding ESY.	MH	March/April Board Meeting.

MOTIONS APPROVED:

Motion	Motion	Seconded
Approval of January 20, 2021 Board Meeting Minutes- 5:36pm.	MM	LB

Approval of Out of Field Teacher- Tammy Casanova - 6:04pm.	MM	JRW
Approval of Out of Field Teacher- Antonia Elia - 6:04pm.	MM	JRW
Approval of Proposed 2021-2022 School Calendar- 6:39pm.	JRW	MM
Motion to Adjourn- 6:45pm.	MM	LB