

Meeting Date: March 24, 2021

Approved by:  on 4/21/2021

ATTENDANCE

Name	Name
Maynard Harvey (MH)/Principal	Lara Barchard (LB)/Director
Judy Williams (JW)/ Board Chair	Elisabeth Sahhar (ES)/Staff
Margaret Moran (MM)/Director	Rebecca Null (RN)/ Staff
Juliana G-Isaza (JI)/Staff	Tabitha Chapman/Staff
Sydney Sampson (SS)/Staff	Aida Delgado/Staff
Hector Alberty (HA)/ Staff	Tawanna Johnson/Staff
Tanisha Manning/Staff	Jalinda Gonzalez/Staff
Amy Quesenberry (AQ)/Staff	Christine Traynor/Staff

MEETING LOCATION & TIME:

Building/Room: Zoom Video Conferencing Platform

Actual Start/End: 5:32 PM - 6:53 PM

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

I. CALL TO ORDER:

- JW- 5:32 PM Judy 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- February 17, 2021.

JW- Asked the board directors if they had an opportunity to review the February 17, 2021 board meeting minutes; they had. MM made a motion to approve the minutes for February 17, 2021, LB seconded the motion, motion passes- 5:34pm.

IV. REPORTS:

- Review of District Compliance Checklist/Status-** MH stated that the current compliance score is 98%. Items not due until June are already being looked at and prepared for early submission, in an effort to secure more points before the end of the school year.

- b. Review of Financials-** A run-down on the financial report for February was provided to the board, via a pre-recorded video made by FACE bookkeeper, David Hand. MH stated that conversation is continued to be maintained with Mr. Hand, in preparation for the workshop being held on April 17, 2021. During this workshop, general topics will be discussed, such as facilities, budget, vision, etc. MM inquired if a budget would be presented during this workshop, as she would like for a separate workshop that focuses strictly on the upcoming school year's budget. MH stated that a draft budget would be ready to be presented during April 17th's workshop, however, it will not be broken down in great detail. Discussion ensued. MH asked the board if they were given access to previously requested reports from Mr. Hand, they had. MM stated that the monthly financial reports that the board are receiving are not truly monthly financials, rather monthly cash flow reports. MM stated that both reports would be informative and perhaps warranted going forward. MH provided an overview of February's cash flow report. Discussion ensued. MM inquired about a request that the board had made for all FACE contracts. MH stated that those contracts are currently being collected. MM pressed upon the importance of receiving these contracts for future budgeting purposes. 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 welcomed back Rebecca Null, one of FACE's ESE Specialists, to the school. Discussions with the church staff continue about the school's needs, such as summer classroom painting and general repairs. A summer workforce, comprised of staff members looking for work opportunities during the break, is currently being constructed as a means of circumventing higher outside contracted work costs. School yearbook photos have been taken by staff member Lisa Guthrie and will be made available for purchase at a later date. FSAA testing is still underway, with Sydney Sampson coordinating testing times with positive results. Lastly, MH discussed the current educational platforms and a plan to reintegrate students back from the virtual environment to that of in-person. Letters of intent-to-return forms have been sent out to both staff and students, with the aim to have student schedules and staff placement in place prior to the end of May 2021. MH asked the board if any additional questions regarding the principal report were had at this time, none were had.
 - **ESE Department Report- Rebecca Null**
 - RN stated that ESE is currently reviewing and will be distributing quarter 3 progress reports soon. The finalization of this school year and planning for the next school year is underway. Additionally, RN asked the board to draw their attention to the submitted ESE acronym "cheat sheet" as requested. RN asked the board if any additional questions regarding the ESE department report were had at this time, none were had.

○ **Curriculum & Learning Department Report- Sydney Sampson**

- SS asked the board to refer to her submitted report. The report reflects that no changes were made due to no new teachers being hired and no changes to current teacher's agreements to earn. The second half of the report reflects FSAA testing, as well as the end of quarter 3. Report cards are currently being completed and will be reviewed/distributed soon. Parent/Teacher conferences will then follow. SS stated that the regular and alternate testing windows have been extended.

○ **Data Processor Report- Amy Quesenberry**

- AQ stated that FACE is currently at 145 students in terms of enrollment. AQ is working with the office manager, Tabitha Chapman to collect student intent-to-return forms for the 2021-2022 school year in anticipation of how many available spots there may be.

○ **Behavior Department Report- Juliana G.-Isazu**

- JI discussed the intensity of the training provided during the last staff development day. Staff were divided into four groups and were rotated between four comprehensive behavioral trainings. Additionally, JI discussed the process that staff will undergo towards acquiring their RBT certification, this consists of taking a 40-hour online training, a one-on-one competency assessment with the BCBA, and a proctored exam. JI has also created a comprehensive study guide for those undergoing the RBT certification process which mirrors items on the BCBA RBT task list. Discussion ensued surrounding the importance of providing this opportunity to staff members and the benefits it will have to the program as a whole.

V. OLD BUSINESS:

- N/A

VI. NEW BUSINESS

- **2019 Tax Return-** MH asked that the board approve the currently presented 2019 tax return, pending amendments noted by JW. They being the removal of the former board president's name from the return. MM made a motion to approve the 2019 tax return, pending amendments noted by JW, LB seconded the motion, motion passes- 6:39pm.
- **ESY Update-** ES stated that tentative dates for ESY have been identified as June 6th to June 30th for students. This would include an option for both in-person and virtual ESY.

Those eligible to attend ESY will also be identified in the next coming weeks. More information will be provided during the next board meeting.

- **E-Rate-** MH provided some background information on what the E-Rate program is and how it related to the school in terms of monetary assistance. MH stated that FACE has procured and is eligible for said program and assistance, which is in place for the 2021-2022 school year.
- **Autism Awareness Month-** ES discussed several events that are planned for the month of April. They are Painting with a Twist on April 18th, Field Day on April 16th, Missing Pieces Initiative, and an Art Auction.
- **Calendar 2020-2021 Recommended Change- Friday, April 2, 2021; No School for Staff or Students-** MH asked the board to approve a proposed calendar change- changing April 4, 2021 from a nonstudent workday to a nonstudent & workday. MM made a motion to approve the proposed calendar change, JW seconded the motion, motion passes- 6:51pm.

VIII. ADJOURNMENT:

- 6:53 PM- JW 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
N/A	N/A	N/A

MOTIONS APPROVED:

Motion	Motion	Seconded
Approval of February 17, 2021 Board Meeting Minutes- 5:34pm.	MM	LB

Approval of 2019 Tax Return- 6:39pm	MM	LB
Approval of Proposed Calendar Change- Changing April 4, 2021 from a nonstudent workday to a nonstudent & workday- 6:51pm.	MM	JW
Motion to Adjourn- 6:53pm.	MM	LB