

Meeting Date: April 21, 2021

Approved by:  on 5/19/21.

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## 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	Amanda Gordon (AG)/Staff
Amy Quesenberry (AQ)/Staff	Christine Traynor/Staff
Marlene Williams (MW)/Staff	Antonia Elia/Staff
Joyce Gelinias/Staff	Elwood Bond (EB)/Staff
George Radka (GR)/Staff	Gail McNulty/Staff

### **MEETING LOCATION & TIME:**

**Building/Room:** Zoom Video Conferencing Platform

**Actual Start/End:** 5:31 PM - 7:15 PM

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

### **I. CALL TO ORDER:**

- JW- 5:31 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- March 24, 2021.**

JW- Asked the board directors if they had an opportunity to review the March 24, 2021 board meeting minutes; they had. MM made a motion to approve the minutes for March 24, 2021, LB seconded the motion, motion passes- 5:32pm.

### **IV. REPORTS:**

- a. **Review of District Compliance Checklist/Status-** MH stated that the current compliance score is 98%. Remaining items for the 2020-2021 school year are currently being prepared for early submission.
  
  - b. **Review of Financials-** A run-down on the financial report for March was provided to the board, via a pre-recorded video made by FACE bookkeeper, David Hand. MH asked the board if they were able to gain QuickBooks access from David, they had. MM found the information helpful and has asked that David also run a cash flow report, as of April 21, 2021, with explanations. HA played the pre-recorded video made by FACE bookkeeper, David Hand. MH asked the board if any additional questions regarding the monthly financials were had at this time. JW requested that a yearly budget line item to be added to the monthly financial report, which included a yearly plus/minus percentage. MM requested that this included a monthly plus/minus percentage. Discussion ensued. JW asked if ESY was included in this year's budget. MH stated that it currently is not included within this year's budget, however it will be next month's report. JW inquired why instructional salaries remained consistent into the month of June if ESY is not currently included in this year's budget, MH to reach out to David Hand and gain clarity. MM inquired about a request that the board had made for all FACE contracts. MH stated that those contracts are currently being collected.
- **Principal Report- Elisabeth Sahhar**
    - ES informed the board that the end of the school preparation is well underway. ES stated that both herself and MH are currently looking at the division of work for the next school year; one will be the principal contact for elementary grade-band and another for the middle/high grade-band. ES asked the board if any additional questions regarding the principal report were had at this time, none were had.
  
  - **Curriculum & Learning Department Report- Sydney Sampson**
    - SS deferred the start of her report to FACE's specials instructors, Elwood Bond, Amanda Gordon, & Marlene W., for a brief presentation. Each specials instructor introduced themselves and provided an explanation on their individual programs and goals for the 2021-2022 school year. Discussion ensued. SS asked the board to refer to the submitted addendum. SS discussed the changes this month in her teacher certification report, one of which included a teacher completing their agreement to earn in ESY and another completing their ASD Endorsement. SS also informed the board that there are several (4) staff whose agreements to earn are expiring at the end of May and is requesting an extension for the listed individuals. Discussion ensued. The request for an extension to the agreements to earn for the listed individuals was tabled. Lastly, SS provided an update to FSAA & FSA testing.
  
  - **ESE Department Report- Rebecca Null**

- RN stated that ESE is currently working on finalizing details for ESY 2021. RN informed the board that the program is no longer utilizing DocuSign, but rather PandaDoc. Lastly, RN stated that the ESE department is currently looking at professional development trainings that they want to implement. RN asked the board if any additional questions regarding the ESE department report were had at this time, none were had.
- **Data Processor Report- Amy Quesenberry**
  - AQ stated that she had no new news to report. AQ is currently preparing for the upcoming 2021-2022 school year. MM inquired about the commitment for next year. AQ stated that by next month, offer letters for enrollment should be sent out and firm numbers should be available soon after. Discussion ensued.
- **Behavior Department Report- Juliana G.-Isazu**
  - JI discussed the challenges the behavior department has faced in the last few weeks, due to supporting staff with students who are being pulled to do FSAA &/or FSA testing. GR was called upon to discuss the formation of the crisis team.

#### **V. OLD BUSINESS:**

- N/A

#### **VI. NEW BUSINESS**

- **Calendar 2021-2022 Recommended Change- Removal of Early Release Mondays; Addition of 4 Professional Development Days-** MH asked the board to approve a proposed calendar change-removal of early release Mondays (changing dismissal time from 1:30pm to 2:30pm), and the addition of 4 professional development days. Discussion ensued. MM made a motion to approve the proposed calendar change, JW seconded the motion, motion passes- 6:54pm.
- **Approval of Proposed Board of Directors 2021-2022 Meeting Dates-** MM made a motion to approve the proposed board of directors 2021-2022 meeting dates, JW seconded the motion, motion passes- 6:54pm.
- **Approval of Proposed 2021 ESY Schedule/Dates-June 2<sup>nd</sup>-30<sup>th</sup> -** ES stated that proposed dates for ESY 2021 have been identified as June 2, 2021 to June 30, 2021 and will run from 8:00am-12:30pm Monday-Thursday for students. Dates for teachers would be June 1, 2021 to July 1, 2021. Currently there are 31 students who are eligible

for ESY. MM made a motion to approve the proposed 2021 ESY schedule/dates, JW seconded the motion, motion passes- 7:00pm.

- **Approval of Proposed FACE Graduation and Commencement Date-** ES stated that FACE will have two separate graduation ceremonies, one for the graduating seniors and the other for students who are leaving/aging out of the program (commencement ceremony). The currently proposed date is Wednesday, May 26, 2021. JW made a motion to approve the proposed FACE Graduation and Commencement date, MM seconded the motion, motion passes-7:04pm.

**VIII. ADJOURNMENT:**

- 7:15 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
MH to Discuss with DH June Instructor Salary Line Item on 2020-2021 Budget.	MH	May 19, 2021

**MOTIONS APPROVED:**

Motion	Motion	Seconded
Approval of March 24, 2021 Board Meeting Minutes- 5:32pm.	MM	LB
Approval of Proposed 2021-2022 Calendar Update- Removal of All Early Release Mondays and the Addition of 4 Professional Development Days- 6:54pm.	MM	JW

Approval of Proposed Board of Directors 2021-2022 Meeting Dates-6:54pm.	MM	JW
Approval of Proposed 2021 ESY Schedule/Dates June 2 <sup>nd</sup> -30 <sup>th</sup> - 7:00pm.	MM	JW
Approval of Proposed FACE Graduation and Commencement Date- 7:04pm.	JW	MM
Motion to Adjourn- 7:15pm.	MM	LB