**Facility Schools Board**

**Minutes of Meeting**

**September 7, 2023**

**In-person, and via Zoom**

**In attendance:**

Board Members Present: Carolena Steen, Steven Ramirez, Mylynda Herrick, Doug Hainley, Betsy Peffer, Sonjia Hunt

Staff Present: Judy Stirman, Annie Haskins, Robin Singer, Darren Serrato, Wendy Dunaway, Lori Kochevar

Audience: Barb Taylor, Quixie Smith, Virginia Winter

Absent Board Members:

**Meeting Commencement:**

Steven Ramirez called for a motion to commence the meeting.

Motion was made by Doug Hainley seconded by Mylynda Herrick to commence the meeting.

**Approval of Minutes for August 10, 2023:**

Steven Ramirez called for a motion to approve the August 10, 2023 meeting minutes with corrections to the kaleidoscope dates.

A motion was made by Sonjia Hunt and seconded by Doug Hainley to approve the minutes from the August 10 meeting. Motion Passed minutes approved by entire board.

**Approval of Agenda:**

Steven Ramirez called for a motion to approve the September 7, 2023 meeting agenda.

 A motion was made by Sonjia Hunt, seconded by Betsy Peffer to approve the September agenda; the Board unanimously approved the agenda.

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| **Rule Making – Process and Procedure:*** Today’s presentation covered rule making procedures and guidance on policy.
* Facility schools board shall promulgate rules.
* Overview of rule making process from legislature passing to creation of rules.
* PowerPoint presentation will be shared via email.

**Facility Schools Unit Update:*** **CDE/Facility Internal Updates-** New gains grant management system is live, regional trainings are coming up, zearning math is a great free program for schools. Wendy and Robin are the two new supervisors on our team.
* Data Management and Systems Support- Held Infinite Campus office hours. Providing training and support on an individual basis for new staff on Infinite Campus. Also finalizing the school year calendars in IC. New data team was created to help pull data for a variety of needs to include the data needed for the recently passed legislation. CDE’s I.T. staff will also be assisting with data management. October count is on October 2nd so reminding folks to double check their student enrollment in Infinite Campus.
* iReady/Tuition Cost/December Staff- Held i-Ready support and training. Held tuition cost training for new folks. Tuition cost is due September 15th.
* **Monitoring/Updates from the Field-** Working on updating directory, working on calendar of important events, Working on the revision of the tuition cost process, First new director/coordinator mentor meeting of the year. Good turnout shared resources with each other. Did one monitoring visit; overall went well. We expect to see an increase in compliance issues due to new requirements of P and P and ICAP, Updating the directory, hope to have it completed by next week.
* **IEP System Updates/ State Assessments-** Continuously attending Iep system demos searching for the right fit. Working with WEDA on information coming out. Office of CLDE if finalizing their guidance for facility schools and districts to work together on English language requirements.
* **Curriculum/Induction/OOD Consortium/Workgroup-** Out of district consortium group is meeting every other month next meeting is on October 19th. Recognitions nominations for shining stars and kaleidoscopes are coming in. Workgroup annual report draft is complete and ready for review. Next workgroup meeting this Friday morning. Draft rules will be ready for Octobers meeting. Draft of job description for technical assistance coordinator is being developed now. The Shared Operational Services Grant applications are due Sept. 8.**Program Support-** Processing all the paperwork for board meeting, started on kaleidoscope conference paperwork like statements of work and official functions and are moving through the approval pipeline. Ordering supplies for the conference and getting agenda and minutes together for board review, processed monthly invoices for our vendors, sent out the facility schools newsletter.
* **Attorney General’s Office update-** Second round of interviews to fill Isabel’s position are underway.

**Practice for ESSU Directors Presentation:*** Review Power point presentation with the board and staff
* Deciding what pages each individual will present at ESSU meeting.

**Board Development:*** Review Board Leadership Positions- Amendment’s made to rules.
* Responsibility Matrix- Reviewed with board and staff and made necessary updates to sections.
* Annual Calendar/Rule Making Calendar-

Steven Ramirez called for a motion to add or co-chairperson to section d number 1. Motion made by Mylynda Herrick seconded by Sonjia Hunt to change language on section d number 1 to “or co-chairperson.” Board unanimously votes aye motion passed.Steven Ramirez called for a motion to amend Section D number 6i and add “or Co-chairpersons” language.Motion made by Betsy Peffer seconded by Mylynda Herrick to amend Section D number 6i and add or Co-chairpersons. Board unanimously votes aye motion passed.  |
| **Opportunity for the Public to Address the Board**Members of the public who wish to address the board must sign up prior to the meeting. Presentations are limited to 5 minutes.**Next Steps/Adjournment of Meeting**Steven Ramirez called for a motion to adjourn the meeting. Betsy Peffer made a motion to adjourn seconded by Doug Hainley. All voted aye to adjourn. **Next Meeting October 12, 2023** |