



**APPROVED 05/31/2018**

**Floridians for Quality Virtual Education, Inc. (FCA)  
MINUTES OF THE BOARD MEETING**

Monday, April 27, 2018 at 9:00 a.m.

**Held at the following location:**

Fletcher Office Suites  
7320 East Fletcher Avenue  
Tampa, Florida 33637

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**I. Call to Order**

Ms. Hudspath called the meeting to order at 9:01 a.m. when all participants were present and able to hear each other. Mr. Trombino noted her attendance in person at the meeting location, which was open to the public.

Board Members Present: Star Hudspath, Paula Cate, and Chris Bates (via phone);

Board Members Absent: John Grant and Becky Bergue;

Guests: Marcie Trombino, School Leader (in person); Karen Duquette, Missy Nelson, April Greeson, Vickie Vermeire, Heather Woodard and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (via phone).

**II. Routine Business**

a. Approval of Agenda

Ms. Hudspath asked the Board to review the Agenda distributed prior to the meeting. There being no changes made, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 27, 2018 Floridians for Quality Virtual Education, Inc. Board Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. Oral Reports**

a. School Leader Report

i. Update on School Facility

Ms. Trombino provided the Board with an update on the School Facility. She reviewed the options toured to date, including the participation by Ms. Cate and POBL staff. Ms. Trombino described the space that was preferred at this stage, and advised that negotiations had begun regarding a proposed lease.

Ms. Cate also briefly provided an update on her involvement in the process, and her support of the facility space that is currently the preferred location, as described by Ms. Trombino.

ii. Update on Enrollment

Ms. Trombino provided the Board with an update on the school's current enrollment. Board members had discussion on marketing for the school with Ms. Trombino and POBL support staff.

[Ms. Vermeire joined the meeting at 9:07 a.m.]

iii. Update on Staff Recruitment

Ms. Trombino provided the Board with an update on staff recruitment. She advised that she is actively recruiting for all open positions, and is pleased with the pool reviewed to date. Mr. Trombino related that she is in the final stages of recruitment for an Assistant Principal, and expects to have the position filled soon.

b. Update on Statement of Agreement with Connections Education

Ms. Hudspath provided the Board with an update on the current status of the Statement of Agreement with Connections. She advised on the estimated date to have a finalized Agreement, and communications with Hillsborough on the Agreement.

c. Outreach Plan for the 2018-2019 School Year

Ms. Vermeire reviewed the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. She highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Ms. Vermeire discussed the many communications with prospective families. Board members had discussion on the outreach plans and specific activities.

[Ms. Vermeire left the meeting at 9:22 a.m.]

#### **IV. Consent Items**

Ms. Hudspath asked the Board members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, the Consent Item:

- a. Approval of Minutes from the March 19, 2018 Board Meeting; is hereby approved.

The motion passed unanimously.

#### **V. Action Items**

a. Approval of School Compensation Plan for the 2018-2019 School Year

Ms. Trombino presented the proposed 2018-2019 School Compensation Plan to the Board. She reviewed highlights including base salary and details to the compensation plan structure, as well as pay schedule for staff. Board members had a brief discussion on the compensation plan, and research done regarding competitive compensation and benefits. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Compensation Plan for the 2018-2019 school year, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Paula Cate to Review the Employee Handbook on Behalf of the Board

Ms. Woodward presented this item to the Board. She reviewed with the Board the annual process for school and employee handbook review, and ideal qualifications for the Board Designee to complete review. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that Paula Cate as the Board Designee to review the Employee Handbook on behalf of the Board, as discussed, is hereby approved.

The motion passed unanimously.

**VI. Information Item**

a. Department of Education's Approved Applicant Training – May 11 and May 22

Ms. Duquette presented this item to the Board. She reviewed the state's mandatory training, and that so far Ms. Trombino, Ms. Hudspath, Mr. Bates and members of POBL staff are confirmed to be in attendance, per the training requirements.

b. Plan for Parent Liaison Recruitment

Ms. Woodward reviewed the school's requirement for a parent liaison to be identified and in person at the Board's meetings once the school was in operation. She discussed timing for the recruitment of a parent liaison, and indicated that there would be additional discussion at the Board's upcoming retreat.

c. Board Retreat – May 31, 2018

Ms. Woodward reminded the Board of the upcoming Board Retreat on May 31, 2018. She thanked the Board members for their availability and dedication to the school, and provided details on the day's planned events.

**VII. Adjournment and Confirmation of Meeting – Thursday, May 31, 2018 at 9:00 a.m.**

Ms. Hudspath noted that the Board was at the end of its agenda and that the next meeting was scheduled to be held Thursday, May 31, 2018. At 9:43 a.m. the Board made and seconded the following motion:

RESOLVED, that the adjournment of the Floridians for Quality Virtual Education, Inc. April 27, 2018 Board meeting, is hereby approved.

The motion was approved unanimously.