



**APPROVED 06/20/2019**

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

Wednesday, May 22, 2019 at 9:00 a.m.

**Held at the following location:**  
Sheraton Tampa Brandon Hotel  
10221 Princess Palm Avenue  
Tampa, FL 33610

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**I. Call to Order and Roll Call**

Ms. Hudspath called the meeting to order at 9:08 a.m. when all participants were present and able to hear each other.

Board Members Present: Star Hudspath, Becky Burgue and Chris Bates (in person at the meeting location), and Alicia Hill (via phone);

Board Members Absent: John Grant;

Guests: Marcie Trombino, School Leader; Kimberly McMahan, School Staff; Karen Duquette, Allison Solesby and Heather Woodward, POBL staff (in person at the meeting location); Tracey Gianoni and Megann Arthur, POBL staff (via phone).

**II. Public Comment**

There were no public comments at this time.

**III. 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 May 22, 2019 Floridians for Quality Virtual Education, Inc. Board Meeting, as presented, is hereby approved.

The motion passed unanimously.

**IV. Oral Reports**

a. School Leader Report

Ms. Trombino reviewed the Monthly School Report (MSR) in detail with the Board, including trends in enrollment and the 100% staff notice of intent to return for the next school year.

i. End of Year Activities Update

Ms. Trombino updated the Board on end of year activities planned for students and staff.

ii. State Testing Update

Ms. Trombino reviewed with the Board the state testing completed to date, as well as the testing currently underway. She briefly reviewed the staff efforts for successful testing, as well as the anticipated student participation rates.

b. POBL Products, Services and Initiatives Update

Ms. Solesby reviewed details within the Pearson Online & Blended Learning's (POBL) 2019-2020 Products, Services and Initiatives memo, as included in the Board materials. She reviewed upcoming program enhancements, planned product roll-outs, and specific initiatives that are high on the priority list of POBL for the next school year, and beyond. Ms. Solesby further detailed curriculum changes and alignment initiatives, and reviewed the anticipated timeline for the next generation of the school's learning management system to be available.

c. Financial Report

Ms. Gianoni reviewed the financial report included in the Board Meeting materials. She highlighted key aspects in the school's revenue and expense reports, as well as the school's forecast for the school year.

i. Monthly Dashboard

Ms. Gianoni reviewed the dashboard documentation, as requested by the Board, highlighting specific items of interest.

## **V. 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 Items:

- a. Approval of Minutes from the February 27, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Invoice(s) from Connections Academy of Florida, LLC for February, March and April;
- d. Approval of Staff Compensation Plan for the 2019-2020 School Year;
- e. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: State Testing and Staff Communication (Texting) Policies;
- f. Approval of Revision(s) to Employee Handbook; and
- g. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2019-2020 School Year; are hereby approved.

The motion passed unanimously.

## VI. Action Items

### a. Approval of Budget and Fee Schedule for the 2019-2020 School Year

Ms. Gianoni reviewed the proposed 2019-2020 school year budget outline and Budget notes document with the Board, also reminding them of the budget development process to date that included the School Leader, Board Treasurer and/or other Designee(s) and POBL staff. Board members discussed the budget, including the deficit protection credits the school receives from POBL, and the school's solvency. The Board Treasurer expressed the desire for further review of the budget with POBL in the coming weeks and with the full Board at the next meeting. Board members discussed staffing needs with Ms. Trombino, and she advised that offer letters for staff for the following school year were contingent on the Board's budget approval. Therefore, the Board indicated their intent to approve the staffing and hiring sections of the proposed budget, to prevent any delay in hiring for the next school year, and consider the full budget at the next meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the staffing and hiring sections of the proposed budget for the 2019-2020 school year, as presented, are hereby approved.

The motion passed unanimously.

The Board again noted that the full budget approval is tabled, and will be brought back for consideration at the Board's June Annual Meeting.

### b. Approval of 2019-2020 School Year Draft Mental Health Plan and Authorization for School Leader to Finalize and Submit by Applicable Deadlines

Ms. Trombino presented this item to the Board. She reviewed the recent communications with the school's authorizer regarding the updated Mental Health Plan requirements, as well as the draft included in the Board materials. She advised the Board of the compliance pieces still being assessed, as well as the deadline for submission to the district. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the 2019-2020 School Year Mental Health Plan and authorization for School Leader to finalize and submit by applicable deadlines, as presented, is hereby approved.

The motion passed unanimously.

## VII. Information Items

### a. State and Strategic Client Relations (SCCR) Update

Ms. Duquette provided the Board with an update on recent legislative activities that may impact the school.

### b. School Leadership Team (PSLT) Update

Ms. Solesby presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team.

#### i. School Operations Metrics

Ms. Solesby presented the quarterly School Operations Metrics to the Board. She reviewed the data included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

ii. Planning for School Leader Performance Review

Ms. Solesby outlined the annual School Leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Solesby further reminded the Board that Ms. Trombino's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

d. Board Planning for the 2019-2020 School Year

Ms. Arthur discussed the planning for the 2019-2020 school year that POBL has been working on with the school.

i. Proposal(s) for Board Meeting Schedule

1. 6 month option

Ms. Arthur presented this item to the Board. She reviewed the recently developed 6 month Board meeting schedule option, with meetings to be held every other month throughout the school year, and back to back meetings near the fiscal year end. Ms. Arthur asked Board members if they were interested in being a school to pilot this option for the 2019-2020 school year, based on feedback received on scheduling previously. The Board indicated their interest in piloting the 6 month meeting schedule option, and Ms. Arthur advised that the consideration of their 2019-2020 SY meeting schedule will be on their June Annual Meeting agenda for consideration.

ii. Board Composition

Ms. Arthur discussed with the Board the current composition, including Board member terms and officer positions that would be up for renewal at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair. She further recommended the Board consider establishing staggered terms at this year's Annual Meeting.

Ms. Arthur reminded the Board of the upcoming authorizer deadline for the school to submit an audit firm engagement letter for the school's independent financial audit for the 2018-2019 school year. Ms. Trombino and Ms. Gianoni also advised the Board regarding specific filing requirements and the search progress for a firm to date, respectively. Ms. Gianoni further reviewed the associated costs anticipated, and proposals received to date. The Board discussed the need to identify an audit firm prior to the next Board meeting, and indicated their support of appointing the Board Treasurer as Board Designee to identify and engage an audit firm. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Treasurer as Board Designee to Identify and Engage and Independent Audit Firm for Completion of the 2018-2019 School Year Financial Audit, as discussed, is hereby approved.

The motion passed unanimously.

**VIII. Strategic Planning**

a. Strategic Plan Report

Ms. Trombino presented this item to the Board. She reviewed the Board's current Strategic Plan, as well as progress on each goal. She reviewed the action plans established a year ago by those present, and the

success of each to date. Participants had discussion on state testing requirements and activities, as well as other school annual compliance items.

Ms. Woodward reminded the Board that the existing Strategic Plan is a 3-year plan and is not being replaced, but that she and Ms. Trombino have prepared an additional 1-year focus area document, for review and discussion during this session.

b. Strategic Plan Discussion

Ms. Woodward reviewed this item with the Board. She reviewed in detail the proposed additional action plans to be contained within the Strategic Plan. The participants discussed Goal #1 around State Testing, including the associated budget. The Board discussed sites and costs around the state, and strategies for reducing costs, better leveraging staff and locations of approved proctors.

The Board next discussed Goal #2: Continuous Responsible and Planned Growth. Participants had discussion of planned growth to 4,000 students, and associated staffing and administrative additions and updates that would be necessary.

[The Board took a brief recess at 11:00 a.m.]

[The Board resumed the meeting at 11:12 a.m.]

The Board then reviewed Goals #3 (Maintain Positive Community Relationships) and #4 (Optimize Program Offerings). Board members and guests discussed the need for parent Board member recruitment, general takeaways from the day's discussions, as well as next steps for the Board's June Annual Meeting.

**IX. Adjournment and Confirmation of Next Meeting – Thursday, June 20, 2019 beginning 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, June 20, 2019. At 11:39 a.m. the Board made and seconded the following motion:

RESOLVED, that the adjournment of the Floridians for Quality Virtual Education, Inc. May 22, 2019 Board meeting, is hereby approved.

The motion was approved unanimously.