



APPROVED 09/24/2019

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

Thursday, June 20, 2019 at 9:00 a.m.

Held at the following location:

5805 Breckenridge Parkway
Suites E & F
Tampa, FL 33610

I. Call to Order and Roll Call

Ms. Hudspath called the meeting to order at 9:01 a.m. when all participants were present and able to hear each other.

Board Members Present: Star Hudspath, Becky Burgue, John Grant and Alicia Hill (via phone);

Board Members Joined During Meeting: Chris Bates (via phone);

Guests: Marcie Trombino, School Leader; Kimberly McMahan, School Staff (in person, at the meeting location); Mollie McBroom, School Staff; Karen Duquette, Allison Solesby, Tracey Gianoni, Megan Holston 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 June 20, 2019 Floridians for Quality Virtual Education, Inc. Annual Board Meeting, as presented, is hereby approved.

The motion passed unanimously.

IV. Audit Committee, Committee of the Entire Board

a. Approval of Audit Firm Engagement for the 2018-2019 School Year

Ms. Gianoni reviewed the selected audit firm engagement letter, as included in the Board materials. She detailed the process completed in cooperation with the Board Treasurer to select a firm, all in compliance with state law surrounding the initial auditor selection process. Ms. Gianoni referred the Board to the cover

page of the audit firm engagement documents that shows the required committee ranking of a minimum three (3) firms. She further reviewed the anticipated audit-related charges and scope of services for the firm selected by the Audit Designee and ranked highest among the firms researched. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of King & Walker, CPAs for the 2018-2019 school year financial audit, as presented, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. School Leader Report

Ms. Trombino reviewed the Monthly School Report (MSR) in detail with the Board.

i. Planning for the 2019-2020 School Year

Ms. Trombino provided the Board with an update on planning for the 2019-2020 School Year, including staffing levels and planned professional development.

b. 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.

VI. 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 May 22, 2019 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Invoice(s) from Connections Academy of Florida, LLC for May;
- d. Approval of Board Meeting Schedule for the 2019-2020 School Year; and
- e. Approval of Revised Budget for the 2018-2019 School Year; are hereby approved.

The motion passed unanimously.

VII. 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 POBL staff. She further reviewed the accompanying fee schedule from Connections Academy of Florida, LLC with the Board. Ms. Gianoni advised the Board that the 2019-2020 Fee Schedule being presented summarizes the basis for all charges from POBL to the school under the Statement of Agreement (SOA), and that the basis for all charges is drawn directly from the Budget. Board members discussed the budget, including related staffing and other specific expenses for the school, as well as the fee schedule and all services provided by POBL under the schedule. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the budget for the 2019-2020 school year and all assumptions provided therein, and the fee schedule for the 2019-2020 school year, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Supplemental Educational Products and Services for the 2019-2020 School Year: LiveSpeech

Ms. Trombino reviewed the proposal for LiveSpeech services for the next school year, as included in the Board meeting materials. She further reviewed the specific plans for the use of LiveSpeech that are specific to FCA. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Supplemental Educational Products and Services for the 2019-2020 School Year: LiveSpeech, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Directors

Ms. Arthur advised the Board that all Board member terms were up for renewal at this meeting, and reviewed the traditionally recommended process of staggering Board member terms. Board members discussed their preferences for initial term length, as well as their support of staggering terms on the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment(s) of Star Hudspath and John Grant as Class 3 Directors with three (3) year terms to the Annual Meeting 2022, Chris Bates and Alicia Hill as Class 2 Directors with two (2) year terms to the Annual Meeting 2021, and Becky Burgue as a Class 1 Director with a one (1) year term to the Annual Meeting 2020 to the Florida Connections Academy, Inc. Board of Directors, are hereby approved.

The motion passed unanimously.

d. Approval of Officers for the 2019-2020 School Year

Ms. Arthur presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2020. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

Star Hudspath, Board President;
Chris Bates, Board Treasurer; and
John Grant, Board Secretary, as presented, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. Results of the Parent Satisfaction Survey (PSS)

Ms. Trombino reviewed the results of the Parent Satisfaction Survey, included in the Board materials, in detail with the Board. She noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor.

[Mr. Bates joined the meeting at 9:20 a.m.]

Ms. Trombino reminded the Board of the late start up for field trips and social events, as well as the background for that, noting that the events that were held received very positive feedback from families.

b. State and Strategic Client Relations (SCCR) Update

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

c. School Leadership Team (PSLT) Update

Ms. Solebsy presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team. She advised the Board of her takeaways from recent end of school year visits with staff, and applauded Ms. Trombino and her staff for many end of year data points as well as observations about their passion and efforts for the students of FCA.

d. Parent Board Member and Parent Representative from the School Recruitment Update

Ms. Arthur provided the Board with an update on the ongoing recruitment efforts for a parent board member, as well as the advantages of the Board eventually appointing a new parent representative from the school, following the recent departure of one of the two such representatives. Board members discussed both positions, and their interest in receiving further updates at their next meeting.

IX. Strategic Planning

a. Review and Consideration of Updated Strategic Plan

Ms. Trombino presented this item to the Board. She reviewed all documentation included in the meeting materials regarding the Strategic Plan, and advised that all compliance submissions to the state and school's authorizer were current and updated. Ms. Trombino provided the Board with a detailed update on specific goals and action plans within the Strategic Plan, and Board members discussed specific action plans individually. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the updated Strategic Plan, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Trombino, Ms. McMahan, Ms. McBroom, Ms. Gianoni, Ms. Holston and Ms. Duquette all left the meeting at 9:33 a.m.]

X. School Leader End of Year Review

Ms. Solesby presented this item to the Board. She reviewed the School Leader Competencies document included in the Board materials, and discussed Ms. Trombino's specific performance for each metric and individual rating for each area. Ms. Solesby further reviewed the overall results of the school's employee engagement survey, showing high rating feedback from staff.

XI. Approval of School Leader Compensation for the 2019-2020 School Year

Board members discussed the School Leader's annual review. Ms. Hudspath advised the Board to consider the School Leader's performance and the recommended compensation for the upcoming school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Leader compensation for the 2019-2020 school year in the amount of \$ 114,854.40, with a 20% bonus potential, as discussed, is hereby approved.

The motion was approved unanimously.

XII. Adjournment and Confirmation of Next Meeting – Thursday, September 19, 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, September 19, 2019. At 10:00 a.m. the Board made and seconded the following motion:

RESOLVED, that the adjournment of the Floridians for Quality Virtual Education, Inc. June 20, 2019 Annual Board meeting, is hereby approved.

The motion was approved unanimously.