

APPROVED



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Southwest Florida Virtual Charter School Board

Minutes

Board Meeting

Date and Time

Monday October 17, 2016 at 6:30 PM

Location

<https://sas.illuminate.com/site/external/launch/meeting.jnlp?sid=559&password=M.21F288AAFA5C996E33FA3B5E60ABB0>

Pinellas: West Community Library 6700 8th Avenue North St. Petersburg, FL 33710
Pasco: Seven Oaks Clubhouse 2910 Sports Core Cir, Wesley Chapel, FL 33544

OR VIA Blackboard Collaborate: <https://sas.illuminate.com/site/external/launch/meeting.jnlp?sid=559&password=M.21F288AAFA5C996E33FA3B5E60ABB0>

**Instructions for Presentations
to the Board by Parents and Citizens**

The Florida Cyber Charter Academy (School) welcomes your participation at the School Board meetings. The purpose for the public meeting of the Board of Directors (Board) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members upon request.
2. "Requests to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Communications" or

for conference call attendees by so signifying at the beginning of "Communications".

3. The "Public Comment" portion is set-aside for members of the audience to address items on the published agenda. Audience members may offer objective criticisms of school operations and programs, but the Board will not hear complaints about school personnel or other persons during a public session. The process for complaints involving school personnel or other persons are provided through other channels. The Board will not generally respond to remarks made in this manner during the meeting, but may issue a written response after the meeting. These presentations are limited to three (3) minutes. Extensions of time will be at the sole discretion of the Board Chair.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Individuals may request that a topic related to school business be placed on future agenda by submitting a written request at least two (2) weeks or ten (10) working days

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Board Members Present

Gary Mancini, Jennifer Cathcart, Melissa Ley, Rosaelia De Sousa

Board Members Absent

Guests Present

Arlene Baez, Bridget White, Farica King, Jacqueline Bowen, John Kramer, Karen Duncan, Melissa Larson, Shauna Rogan, Sue Duffy

I. Opening Items

A. Record Attendance and Guests

Melissa Ley and Jacque Bowen were at the Pinellas location. Melissa Larson reported that Jennifer Cathcart, Sue Duffy, Sharon Williams, John Kramer, Karen Duncan, Shauna Rogan, and Gary Mancini were on the phone line. John Kramer, Melissa Ley, Karen Duncan, Jacque Bowen, Melissa Larson, and Arlene Baez also had a presence in the Blackboard Room. Rosie De Sousa also joined the call.

B. Call the Meeting to Order

Melissa Ley called a meeting of the board of directors of Southwest Florida Virtual Charter School Board to order on Monday Oct 17, 2016 @ 6:33 PM at <https://sas.illuminate.com/site/external/launch/meeting.jnlp?sid=559&password=M.21F288AAFA5C996E33FA3B5E60ABB0>.

C. Approve Agenda

D. Approve Minutes

J. Cathcart made a motion to approve minutes.
Melissa Ley seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Public Comment

III. Governance

A. Board Chair Report

Melissa Ley announced the resignation of Julie Drobney, board member. She also spoke to board members about planning for a full or half day retreat in order to build knowledge about the roles and responsibilities, to which the board agreed.

IV. Executive Session

A. Board Policies and Procedures, Annual Review

The board entered Executive Session at 6:39 to discuss pending litigation with Pinellas. The board members re-entered the public session at 6:56.

V. School Updates

A. District Update: Pinellas

The attorney, Matthew Scott, recommended to the board that they ascertain any emails or transmitted communications in regards to FLCCA and its transition of students to partnering district, as well as, its proposed surrender of the Hillsborough charter agreement. Mr. Scott stated that this request would incur a proposed cost that was specific to each district's public request policy. Board member Jennifer Cathcart requested an estimate of the potential full cost. Mr. Scott said it would be dependent upon board policies, but may be between \$2,000 and \$4,000. Board chairperson, Melissa Ley, made a motion to approve the submission of the request and to bring it back to the board with an estimated cost so they can make a final decision.

B. District Update: Hillsborough

Jacqueline Bowen updated the board on the status of the Hillsborough closure. Students were given information on school choice in Hillsborough. Additionally, K12, Inc is permitting students to retain their course materials and access to the Online School for the duration of the school year for use as homeschool curriculum.

C. Principal Report

Jacque Bowen updated the board on new employees, terminations/resignations, and open positions. Bridget White reviewed enrollment information and interim assessment data for each county.

D. Financials

- September Close
 - Karen Duncan has sent the Board the District financial for September. Please let us know if you have any questions.
 - We will provide a more in-depth analysis of the 1st quarter results, as well as a forecast for the remainder of the year at the November Board Meeting
 - Survey 2 Enrollments
 - The FLCCA Jacksonville team has been working on the Survey 2 Enrollments and other associated district deliverables. Preliminary information was due October 14, with a subsequent, approximate 1 month clean-up period.

- At the November Board Meeting, we will provide a summary update on the Survey 2 information provided to each of the districts, and report on the progress of the clean-up efforts, as well as Survey 2's impact to Funding.
- FY15-16 Audits
 - Pasco audit was submitted 8/31/16, Pinellas was submitted 9/15/16, Hillsborough was submitted 9/30/16.
 - Audits will be sent to the Board for review in the coming weeks.
 - King & Walker, the Board's auditor, will review the audits at the November Board meeting,
 - The Board will be then be asked to approve the audit reports.
 - The audits have been posted to the FLCCA website in advance of the November Board Meeting.
 - IRS Form 990s are due by November 15th.
 - We are working with King & Walker on an IRS extension (through February 15, 2017) in the event that more time is need for submission.
- Hillsborough Closure Items
 - We are working on the Hillsborough closure Finance-related checklist items that are due by October 31st.
- Pasco Balance Budget Credit Restatement
 - We are working with King & Walker, Melissa Ley and Matthew Scott on Pasco's request for backward looking restatements of audited financial statements for FY13-14 and FY14-15.

VI. Closing Items

A. Adjourn Meeting

M. Ley made a motion to adjourn the meeting.

Jennifer Cathcart seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:28 PM.

Respectfully Submitted,
Melissa Ley

