

APPROVED



## FLVA Northeast Board

# Minutes

## Board Meeting

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### **Date and Time**

Friday November 4, 2016 at 2:00 PM

### **Location**

Conference Line: 1-888-824-5783 Code: 48868066#

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### **Board Members Present**

Charlene Sprague, Debbie Palmer, Erika Pruett, Larry Williams

### **Board Members Absent**

### **Guests Present**

Farica King, Jacqueline Bowen, Jeannie Ballentine, John Kramer, Karen Duncan, Melissa Larson, Steve Giarratano, Sue Duffy

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## **I. Opening Items**

### **A. Record Attendance and Guests**

Blackboard Room- Melissa Larson, Farica King, Jacque Bowen, Karen Duncan  
Conference Line- Melissa Larson, Farica King, Charlene Sprague, Steve Giarratano, Larry Williams, Jeannie Ballentine, Debbie Palmer, Karen Duncan, Sue Duffy, Jacque Bowen, John Kramer

### **B. Call the Meeting to Order**

Larry Williams called a meeting of the board of directors of FLVA Northeast Board to order on Friday Nov 4, 2016 @ 2:00 PM at Conference Line: 1-888-824-5783 Code: 48868066#.

### **C. Approve Minutes**

The October 31st Meeting Minutes will be added to the agenda for approval at the December meeting.

#### **D. Public Comment**

### **II. School and School Advisory Updates**

#### **A. Principal's Report**

Larry Williams is just returning from the charter school conference and will update the board at the next meeting.

### **III. Finance Updates**

#### **A. New item**

D. Palmer made a motion to approve FY15-16 Audits.  
Erika Pruett seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Erika Pruett arrived late.

- FY15-16 Audit and IRS Form 990
  - Duval and Clay audits were submitted to the Districts
    - King & Walker, the Board's auditor, reviewed the audits.
      - Steve Giarratano reviewed the Clay audit as an unmodified opinion with no findings.
      - Steve also reviewed the Duval audit as an unmodified opinion with no findings.
      - The board voted to approve the audits.
  - IRS Form 990s are due by November 15th.
    - John Kramer explained that the 990 is a mapping of the audit financials into the IRS format.
    - The board approved the 990.
- 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 next 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 next 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 Completions, 5th FEFP adjustments and FY15-16 Final Funding
  - K12 outstanding invoices
- John informed the board that Duval requested more the fiscal policies and procedures be updated
  - The board requested additional information

### **IV. Other Business**

#### **A. HOS Report**

Jacque Bowen reviewed the Duval charter visit

- IEP folders and personnel files were moved from non-compliant to partially compliant after a second review.
- A more in depth discussion about the audit will be held at the December meeting.

## **V. Closing Items**

### **A. Adjourn Meeting**

The next board meeting is scheduled for December 7th at 10 am.

C. Sprague made a motion to adjourn the meeting.

Larry Williams 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 2:28 PM.

Respectfully Submitted,  
Larry Williams