

APPROVED



**FLORIDA CYBER**  
CHARTER ACADEMY<sup>SM</sup>

## Northeast Florida Virtual Charter School Board

### Minutes

#### Northeast Virtual Charter School Board Meeting

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**Date and Time**

Tuesday September 10, 2019 at 4:00 PM

**Location**

Orange Park Library and Conference Line

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**Directors Present**

Charlene Sprague (remote), Larry Williams (remote), Melissa Ley (remote)

**Directors Absent**

Debbie Van Horn

**Guests Present**

Bridget White (remote), Cynthia Webster (remote), Jerry Burton (remote), John Kramer (remote), Julie Overholt, Louis McDonald, Natalie Ford, Reid Cocalis (remote), Sandra Anthony (remote), Sarah Diamond, Traci Hill (remote), Vanaja Duraiswamy (remote)

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Larry Williams called a meeting of the board of directors of Northeast Florida Virtual Charter School Board to order on Tuesday Sep 10, 2019 @ 4:02 PM at Orange Park Library and Conference Line.

**C. Approve Minutes**

Melissa Ley made a motion to approve minutes from the Northeast Virtual Charter School Board Meeting on 07-15-19.

Charlene Sprague seconded the motion.

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

**II. Board Chair Report**

**A. Updates and Events**

Mr. Larry Williams gave an update on school security for the state of Florida.

**B. Board Consideration of New Board Members**

Melissa Ley made a motion to accept Louis McDonald and Natalie Ford as new Board Members of Northeast Florida Virtual Charter School Board.

Charlene Sprague seconded the motion.

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

**C. Executive Session**

**III. School Report**

**A. School Documents for Board Consideration**

Charlene Sprague made a motion to approve the Out of Field Teachers and the Out of Field Parent Notification Letter submitted by Dr. Sandra Anthony.

Melissa Ley seconded the motion.

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

Dr. Sandra Anthony informed the board of highlights from the back to school professional development events for FLCCA teachers held in Orlando Florida in August 2019.

Dr. Anthony reported that Hurricane Dorian did not negatively impact FLCCA staff or families and the school remained open during the storm.

Dr. Anthony shared the Student Spotlight for September.

Dr. Anthony presented the Out of Field Teachers to the Board members. The letter of notification that would be sent to parents was also shared.

Name	Out of Field Subject Area
Angela Canter	ESOL
Elizabeth Frye	ESOL
Lynda Joy Offutt	ESOL
Paula Rogers	ESOL
Alexandra Roland	ESOL
Jean Sicoli	ESOL
Stefani Wilcox	ESOL
Laura Zink	ESOL

**B. Enrollment Updates**

Ms. Traci Hill gave the Enrollment Data updates to the Board Members. No further questions or comments followed.

**C. Assessment and Accountability Updates**

Dr. Sanda Anthony and Ms. Bridget White gave the Assessment & Accountability Report.

Dr. Anthony and Ms. White gave an overview of Duval & Clay School Grade Components, Student Demographics, and the 2019 Student Achievement Data. No further questions or comments followed.

**IV. Finance**

**A. Monthly Financial Submissions to the Districts**

Mr. Jerry Burton gave the Monthly Financials to the Districts update. No questions or comments followed.

**B. FY 19 Financial Review**

Mr. Jerry Burton gave the FY19 Financial Review to the Board Members. No further questions or comments followed.

**C. August 2019 Financial Update**

Mr. Jerry Burton gave the August 2019 Financial Update. No further questions or comments followed.

**D. FY19 Audit Update**

Mr. Jerry Burton gave the FY19 Audit Updates to the Board Members. No questions or comments followed.

**E. NetSuite Launch Update**

Mr. John Kramer gave an update to the Board Members on the NetSuite Launch. No further questions or comments followed.

**V. Closing Items**

**A. Adjourn Meeting**

Melissa Ley made a motion to adjourn the meeting.

Charlene Sprague 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 4:58 PM.

Respectfully Submitted,  
Larry Williams