



*NCVA is a community of students, families and educators dedicated to expanding educational choice through innovative and technology rich instructional practices, and accountable for developing each student's full potential for academic and post-secondary success.*

## **August 10, 2015 Regular Board Meeting Approved Minutes**

<b>Board Members Present</b>		<b>Board Members Absent</b>	<b>Others in Attendance</b>
Chris Withrow	Steve Moody	Brad Howard	Joel Medley, Head of School
Brenda Robertson	Sarah Waltman	Diana Freeman	Marcia Simmons, Academic Administrator
Sara Struhs	Catherine Zambrano	Dr. Richard Wallace	Karen Ghidotti, K12
			Jenny Terry, K12

### **I. CALL TO ORDER**

The meeting was called to order by Chris Withrow at 5pm, and a roll call was taken to determine if a quorum of the board was present.

The meeting agenda was reviewed and then accepted by the board with the proposed changes – adding two items to the Consent agenda (grievance and conflict of interest policies) and removing the policy waiver component under the Action agenda.

**ACTION:** Chris Withrow motioned to move the policies to the Consent agenda and strike the one action item. The motion was seconded by Steve Moody. The motion passed unanimously and the agenda was adopted as revised.

The meeting minutes from previous meetings were presented and reviewed by the board. These minutes included the July 15, July 30, and August 6 meetings.

**ACTION:** Steve Moody moved to approve the minutes as presented, and that motion was seconded by Brenda Roberston. The motion passed unanimously.

Prior to moving through the meeting's agenda items, the board's mission was read to help drive the actions and deliberations of the board.

### **II. COMMUNICATIONS:**

No request was submitted for a public comment and nobody online requested the opportunity to address the board about an item on the agenda.

III. CONSENT ITEMS: all items listed here are considered by the Board to be routine matters and will be approved by the Board in one motion. Unless specifically requested by a board member for further discussion, there will be no discussion of these items prior to the Board vote. The Head of School recommends approval of all consent items.

**a. Teacher hire recommendations**

- **Elementary:** Ndiaye
- **Middle:**
- **High:**
- **Exceptional Children:**

**b. School documents** – modifications to the following aspects:

- Fiscal Policies and Procedures manual that provides more North Carolina specific tax information based upon conversations with the school's auditing firm.
- April 6, 2015 – meeting minutes needs revision to reflect that a vote was unanimous rather than 6-0. The Office of Charter Schools has insisted the minutes must be changed accordingly due to concerns they raised in the Ready to Open report.
- Policies – grievance and conflict of interest policies were moved from Discussion items to Consent. The rationale is due to the grievance language was already approved in the handbook and the conflict of interest language came straight from the Charter.

**ACTION:** Steve Moody moved to approve the Consent Agenda, and that motion was seconded by Sara Struhs. The motion passed unanimously.

IV. INFORMATION

c. "Walk to Class" – Jennifer Terry, K12

- These specialized calls started two weeks in advance of each virtual school's start date, so this week was the debut for NCVA. The intent of "Walk to Class" is to remove many of the basic "how to" questions before teachers begin their welcome calls. Data has revealed that parents were asking these basic questions of the teachers, so a move has been made to proactively address the questions allowing the teachers to focus on academic components.
- The national "Walk to Class" is a series of phone calls performed by K12 representatives on behalf of the partnering school. These calls involve trouble-shooting for receipt of technology, signing in to Class Connect sessions, tracking the acquisition of textbooks, and answering any other questions that may arise. The associates stay on the phone as long as it takes so that parent and student are prepared for the first day of school.
- After the calls are completed, the school administration will receive data from those calls that can be used to target specific questions or create additional engagement strategies. For instance, some families may not have responded to these calls meaning that the school should focus upon them as a priority.

## V. ACTION and DISCUSSION ITEMS

### d. ACTION

#### • **Revise Board Policy on Reimbursement:**

- ❖ Due to feedback from the Ready to Open report, OCS objected to some wording of the policy and wanted particular words removed from the adopted policy. The language in question were the two words “stipends and.”
- ❖ Staff recommended striking two words – “stipends and” – as named by the OCS, and, if approved, these changes would be supplied as part of our next Ready to Open report.

**ACTION:** Sara Struhs moved to approve the policy revision as presented, and that motion was seconded by Brenda Robertson. The motion passed unanimously.

#### • **Structure for Policy Enumeration:**

- ❖ Current policies will be attached to this numerical outline and future policies would be added in the appropriate areas for easier identification and storage. If approved by the board, the Head of School would place each policy in the appropriate format and naming convention.
- ❖ Staff recommended adopting the policy structure as presented for a numbering and classifying policies.

**ACTION:** Catherine Zambrano moved to approve the policy structure, and that motion was seconded by Steve Moody. The motion passed unanimously.

### e. DISCUSSION

- Board policies: two policies were presented for discussion – Criminal Background Checks and Enrollment/Lottery. Both policies outline expectations and/or procedures for each. These policies were placed on the agenda for discussion and will sit out for the next thirty days for input. These policies will be reconsidered and voted upon at the September meeting.
- Head of School Update
  - ❖ Employment/licensure situation was explained. Several licenses from board approved employees were tied up in the Department, so a letter was sent to the State Board asking for their understanding in the matter. The Department has moved to process the identified licenses.
  - ❖ Enrollment information was presented. As of last week, NCVA has 1470 enrolled with a wait list of more than 300 and more than 1000 students in the process. The school has at least 1 student from 91 of the 100 counties.
  - ❖ September State Board of Education meeting is scheduled for the 2<sup>nd</sup> or 3<sup>rd</sup>. No other details regarding a time or schedule or topics for consideration have yet been presented. As more information becomes available, it will be passed along to board members.

- ❖ NCVA was asked to offer a commitment letter for an external evaluation. We did not have any other details but are waiting on more information in order to review this possible grant being submitted by the Department.
- ❖ The second submission of the Ready to Open report was forwarded on August 3<sup>rd</sup> and OCS has posed additional questions. The deadline was set for August 11, however, the Head of School requested an extension due to the professional development going on all week for the NCVA teaching team.
- ❖ The normal September meeting date – first Monday of the month – would fall on the 7<sup>th</sup>, which is Labor Day. Since this day is not conducive for a meeting, it needs to be moved. The board discussed what date would be best and settled upon Tuesday, September 8.

**ACTION:** Steve Moody made a motion to move the September board meeting to the 8<sup>th</sup> and it was seconded by Brenda Robertson. The motion passed unanimously.

Mr. Withrow recused himself from the meeting and then left the meeting. Steve Moody served as chair of the board in his absence.

#### VI. CLOSED SESSION:

**ACTION:** Steve Moody moved to go into closed session in accordance with G.S. 143-318.11(a) “to consider qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.” That motion was seconded by Diana Freeman, and the motion passed unanimously.

The board moved into closed session 530pm.

A motion was made by Brenda Robertson and seconded by Sarah Waltman to move back into open session. The vote was unanimous, so the meeting convened back in open session at 546pm.

Resuming open session, brief discussion occurred regarding an offer to fill the position of Executive Director that would report to the board.

**ACTION:** Brenda Robertson made a motion to offer Chris Withrow the Executive Director position for NCVA as a one year contract starting on or before September 1 as he is able to leave his current position. The motion was seconded by Sarah Waltman. The motion passed unanimously.

#### VII. ADJOURNMENT

Upon conclusion of the meeting agenda, no new business items were mentioned. A motion was made to adjourn the meeting, and it was properly seconded. The meeting adjourned at 559pm.