



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.

March 03, 2016, Regular Board Meeting Approved Minutes

Board Members Present		Board Members Absent	Others in Attendance
Sarah Waltman	Steve Moody		Chris Withrow, Executive Director
Brenda Robertson	Cathy Zambrano		Joel Medley, Head of School
Dr. Diana Freeman	Sara Struhs		John Kramer, K12
			Karen Ghidotti, K12

I. CALL TO ORDER

Steve Moody called the meeting to order at 5:00 pm. Before conducting business, a roll call was taken by the Executive Director to ensure that a quorum of the board existed.

ACTION: Cathy Zambrano made a motion to adopt the agenda as presented, and it was seconded by Sara Struhs. The motion passed unanimously and the agenda was adopted.

ACTION: Cathy Zambrano moved to approve the minutes, and that motion was seconded by Diana Freeman. The motion passed unanimously.

The minutes included the Finance and Academic Committees and February Board Meeting.

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

II. COMMUNICATIONS:

No requests for a public comment were received.

III. DISCUSSION ITEMS:

- a. Marketing Update – in April, the board would hear a presentation by representatives from K12 that work in Marketing. Their focus will be on all of the things being done for the school to ensure enrollment targets are attained. Dr. Medley shared an update on the re-registration numbers as well as dates for the open enrollment process leading to the lottery.
- b. Head of School Update – the review of February included positive comments from families about the teaching staff and an Op-Ed written by a parent. Information regarding outings, enrollment, and presentations were offered. The majority of the conversation focused on the withdrawal rate reported by the State along with actual numbers from the school. Actions are being taken to work with policy makers to evaluate the withdrawal rate provision by looking at the data from pilot schools as well as the national context of virtual schools that are “state run.”
- c. End of Year Testing – Dr. Medley discussed the State assessments that are mandated for the school to offer as well as the timeline for testing (the last two weeks of the school year).
- d. Employee Agreement/Extra PTO -- Dr. Medley shared that NCVA, in partnering with K12, receives the benefit of national research and best practices from iTeach@K12. Part of that research focused on reviewing time off policy for staff; so coupling this research with teacher feedback, a recommendation is amend the employee agreement to include more time off. Teachers would receive additional days of paid vacation during June or July on top of their normal option to choose one of the two-week blocks already stated in the agreement.

IV. ACTION ITEMS:

- K12 Invoices

Mrs. Zambrano presented a summary of the Finance Committee meetings including the committee's recommendation to approve payment of the invoices.

<p>ACTION: Cathy Zambrano moved to pay approve the invoices, the motion was seconded by Diana Freeman. The motion passed unanimously.</p>
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- Employee Agreement/Extra PTO

Dr. Medley shared that NCVA partnered with K12, utilized national research and best practices from iTeach@ K12, to review our time off policy for staff. Based on this research and feedback from educators we are recommending amending our policy to include the following:

Teachers will receive additional days of paid vacation during the months of June or July. They still have the option to choose one of the two-week blocks while also receiving an extra two weeks as well. The specific details are outlined as follows:

- Your choice BLOCK 1 – June 20 through July 1

- EVERYONE OFF – July 4 through July 8
- Your choice BLOCK 2 – July 11 through July 22
- EVERYONE OFF – July 25 through July 29

ACTION: Sara Struhs moved to approve the amendment; the motion was seconded by Cathy Zambrano. The motion passed unanimously.

- Policy 420 Credit Card Travel & Expense Policy
John Kramer summarized the finance committee's deliberations regarding replacing cash advances for qualified expenses with credit cards. The committee recognizes this will provide strict fiscal accountability for these expenditures and recommends the approval of the policy to support the process.

ACTION: Sara Struhs moved to approve, the motion was seconded by Sarah Waltman. The motion passed unanimously.

V. Board Chair Comments

- Dr. Moody shared that we are in the process of adding more board members and shared how the current board members could assist the process. He highlighted diversity in an essential attribute when seeking additional members.
- He opened the floor for board members to volunteer for the vacant Board Secretary position. Mrs. Sarah Waltman volunteered for the position

ACTION: Sara Struhs made a motion accept Sarah Waltman as Board Secretary; the motion was seconded by Diana Freeman. The Motion passed unanimously.

- Dr. Moody encouraged board members to attend leadership training within the state. Examples included training offered by NCDPI, OCS and the Charter School Associations.

ACTION: Sara Struhs made a motion to pre-approve expenditures related to board member training; the motion was seconded by Diana Freeman. The Motion passed unanimously.

VI. Adjournment

A motion was made to adjourn the meeting by Diana Freeman and properly seconded by Sara Struhs. The motion passed unanimously. With the completion of all agenda items and no new business items, the meeting was adjourned.