



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.

January 09, 2017, Regular Board Meeting Minutes

Board Members Present		Board Members Absent	Others in Attendance
Dr. Steve Moody	Sara Struhs	Cathy Zambrano	Chris Withrow, Executive Director
Brenda Robertson	Sarah Waltman	Annie Blackburn	Dr. Joel Medley, Head of School
			John Kramer, K12
			Dan Jetta, K12
			Shelly Watson – Leaders Building Leaders
			Melissa Lungaard, K12

I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 5:02 pm. Before conducting business, a roll call was taken by the Executive Director to ensure that a quorum of the board existed. A quorum did not exist initially and a brief discussion regarding Title IX policy was held. Questions regarding syntax and legal wording were raised and referred to the board's attorney for review.

At 5:13 pm, a quorum was established and the meeting was opened for business.

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

ACTION: Mrs. Sara Struhs made a motion to amend the agenda to include a second Administrative Withdrawal Recommendation, adopt the amended agenda and approve the meeting minutes; it was seconded by Brenda Robertson. The motion passed unanimously and the agenda was adopted.

II. COMMUNICATIONS:

No requests for a public comment were received.

III. CONSENT ITEMS:

- a. Personnel Recommendations
- b. 2017/2018 School Calendar
- c. 2017/2018 Enrollment Process

ACTION: Mrs. Sara Struhs made a motion to approve the consent items as presented, and it was seconded by Mrs. Sarah Waltman. The motion passed unanimously and the agenda was adopted.

IV. DISCUSSION ITEMS:

- a. Title IX Policy and Form – Dr. Joel Medley
- b. Operations and Employee Manual Updates – Dr. Joel Medley
- c. Administrative Withdrawal Recommendations – Dr. Steve Moody
Dr. Moody described the process prescribed for administrative withdrawal. Dr. Joel Medley presented supporting evidence for recommending administrative withdrawal of two students and the appeal process. The administration and policy committee is recommending the withdrawal of two students.
- d. Instructional Coaching Presentation – Mrs. Melissa Lundgaard
Mrs. Lundgaard described the process for training and follow-up of instructional coaches. The process includes engaging students, standards and objectives, lesson structure and pacing, and expectations. The coach and teacher meet weekly and discuss observations noted during lessons providing professional feedback and an opportunity to reflect on those observations. Coaching the teachers revolve around four R's – Reflect, Rubric, Refine, and Resources.
- e. HOS update – Dr. Joel Medley presented an update regarding testing. With the snow that had recently fallen across the state, testing was being postponed a couple of days and the State provided a waiver on the timeline for testing.
 - i. Student enrollment was discussed with the plan for re-registration, student applications, and lottery. Student enrollment will cease for grades 3-11 after the 100th day. Possible grade level breakdowns were provided for the 2017-18 school year.
 - ii. The results from the Title 1 audit were shared. NCVA did not have any audit findings, which is extremely positive for the school.
- f. Dr. Steve Moody presented an overview of the invoices. One of the invoices will pay off our \$50,000 escrow account and will put NCVA in a debt free situation. Additionally, Dr. Moody provided an update regarding the IRS 5500 and IRS 990 forms.

a. Approval of Invoices

ACTION: Dr. Steve Moody moved to approve the invoices submitted; the motion was seconded by Sara Struhs. The motion passed unanimously.

b. Approval Operations and Employee Manual Updates

ACTION: Dr. Steve Moody moved to approve the 2016/2017 Handbook; the motion was seconded by Sarah Waltman. The motion passed unanimously.

c. Title IX Policy and Form

ACTION: Dr. Steve Moody moved to ask the board's attorney to review the policy and form before further action is taken; the motion was seconded by Sarah Waltman. The motion passed unanimously.

d. Administrative Withdrawal Recommendations

ACTION: Dr. Steve Moody moved the board approve the withdrawal recommendations; the motion was seconded by Mrs. Brenda Robertson. The motion passed unanimously.

VI. CHAIRPERSON COMMENTS

Dr. Moody thanked everyone for attending, reminded the board of the February 18, 2017, in-person meeting, and potential training opportunities. He asked the board members to contact the Executive Director to make arrangements for these opportunities.

VII. ADJOURNMENT

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