

Approved Minutes
REGULAR BOARD MEETING
BOARD OF DIRECTORS

Nevada Virtual Academy

Tuesday – April 25, 2017

5:00pm

NVVA Blended Learning Site

4801 S. Sandhill

Las Vegas, NV. 89121

Persons wishing to attend via conference call may do so by calling the Nevada Virtual Academy Office 24 hours in advance at 702-407-1825 for phone number and passcode. Posted on 04/20/2017 on the internet at nvva.k12.com, on www.notice.nv.gov, and at physical locations of 5175 E Tropicana Ave, Las Vegas, NV 89122, 4801 S. Sandhill, Las Vegas, NV 89121, 3521 N. Durango, Las Vegas, NV 89129, and 1 E. First Street, Reno, NV 89501.

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

The Nevada Virtual Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas and supporting documents are available to all audience members at the door to the meeting, by requesting the agenda from the Karen Richardson, Secretary to the Board (702-407-1825 ext. 7016) or on the School’s website at: <https://nvva.k12.com>.
 - a. Presentation materials discussed during the meeting may be viewed by using the following link and access code: <https://join.freeconferencecall.com/nvvaboard> Online meeting ID: nvvaboard
2. “Requests to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” Speakers may also request to be placed on “Speakers List” by calling the School’s Office (702-407-1825 ext. 7016) seventy two hours in advance of the meeting.
3. The “Oral Communications” portion is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not take action. These presentations are limited to three (3) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item. Written public comments can be provided to Karen Richardson up to two hours prior to the scheduled meeting via email to krichardson@nvvacademy.org.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly agenzized and publicly noticed, the Board can respond, interact, and act upon the item.
7. Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

I. PRELIMINARY

Call to Order

Meeting was called to order at 5:01 PM.

Roll Call

Member	Title	Term	Present In Person OR Telephone	Absent	In	Out
Dr. Anne Mendenhall	President	2017	IP		5:00 PM	6:31 PM
Mr. Mauricio Molina	Vice President	2018	T		5:00 PM	6:31 PM
Mrs. Samantha Morris	Secretary/Treasurer	2017	IP		5:00 PM	6:31 PM
Mr. Richard Gordon, Esq.	Member	2018	T		5:07 PM	6:31 PM
Mrs. Sarah Hoffman	Member	2018	T		5:00 PM	6:31 PM
Mr. Mark Makley	Member	2018	T		5:00 PM	6:31 PM
VACANT		2018				

Pledge of Allegiance

II. PUBLIC COMMENT #1

ORAL COMMUNICATIONS/PUBLIC COMMENTS: No individual comment shall be for more than three (3) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

There was not public comment.

III. INFORMATION ITEMS

A. SCHOOL REPORT: Dr. Yolanda Hamilton

Head of School Report: Dr. Hamilton stated that current enrollment is at 2233. Re-registration is occurring with a trend of 12% increase in student retention at this same time last year.

NVVA held a campus clean-up day and plans and flowers were added. The high school continues with professional development of teachers and Prom has been scheduled for May 27th. For the elementary the State assessments are currently underway and a field trip was held for the second graders. A fourth teacher survey was conducted with satisfaction increase among those who responded.

Graduation ceremonies have been scheduled for Jump Start on May 22nd in Carson City.

The Eastern office space is being considered by a prospective renter with plans to rent the entire space if agreements can be made for early contract terminations with the two current tenants.

16-17 Free and Reduced Lunch Presentation: Kirby Okuda, NV Operations, K12, shared information regarding the 15-16 and 16-17 Free and Reduced Lunch Audits and how NVVA operations will be implementing changes in regards to the collection of family income forms and the new requirements for verification documents.

IV. PREVIOUS BOARD MINUTES

Review and possible approval of the minutes from the March 28, 2016 regular board meeting.

Motion by Mrs. Morris to approve the minutes of the March 28, 2017 regular board meeting with the noted change on the last page. Second was provided by Mrs. Hoffman. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina		X			
Mrs. Samantha Morris	M	X			
Mr. Richard Gordon Esq		X			
Mrs. Sarah Hoffman	2 nd	X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

V. SCHEDULED FOR POSSIBLE ACTION

(Information/Possible Action/Public Comment on the following voting items)

A. BUSINESS

20170425-01_IV-BDRPT *(for possible action)* **Consideration and Possible Approval for Payment to K12 for Products & Services Provided in March 2017.**

Motion by Mr. Molina to approve the March 2017 payment to K12 for products & services received. Second by Mrs. Morris. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina	M	X			
Mrs. Samantha Morris	2 nd	X			
Mr. Richard Gordon Esq		X			
Mrs. Sarah Hoffman		X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

20170425-02_IV-BDRPT (for possible action) Consideration and Possible Approval to Restructure the Membership of the Finance Committee to Release Mr. Mauricio Molina and Appoint Mr. Mark Makley to the Membership of the Finance Committee.

Motion by Mrs. Morris to approve the change of membership in the Finance Committee. Second by Mr. Molina. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall		X				
Mr. Mauricio Molina		X				
Mrs. Samantha Morris	2 nd	X				
Mr. Richard Gordon Esq	M	X				
Mrs. Sarah Hoffman		X				
Mr. Mark Makley		X				
VACANT						
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)			Tabled ()

20170425-03_IV-BDRPT (for possible action) Consideration and Possible Approval to Submit the Annual Distance Education Renewal Application to the Nevada Department of Education.

Dr. Hamilton clarified that the Distance Education Renewal Application is due every three years and is not due again until the 2019-2020 School year, at which time it will be submitted to the board for review and possible approval prior to official submission to the Nevada Department of Education. This item is tabled until that time.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall						
Mr. Mauricio Molina						
Mrs. Samantha Morris						
Mr. Richard Gordon Esq						
Mrs. Sarah Hoffman						
Mr. Mark Makley						
VACANT						
Motion	Carried ()	Not Carried ()	Vote, (A) (N) (AB)			Tabled (X)

20170425-04_IV-BDRPT (for possible action) Consideration and Possible Approval to Approve the 2017-2018 Board Meeting Calendar.

Motion by Mrs. Hoffman to approve the Board Meeting Calendar for 2017-2018. Second by Mr. Molina. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina	2nd	X			
Mrs. Samantha Morris	M	X			
Mr. Richard Gordon Esq		X			
Mrs. Sarah Hoffman		X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

20170425-05_IV-BDRPT (for possible action) Consideration and Possible Approval to Begin the Assessment Process for the 2016-2017 Annual Head of School Performance Evaluation.

Dr. Mendenhall stated that it is time to begin conducting personal assessments of the performance of Dr. Hamilton for the 2016-2017 school year. This evaluation is due to K12 in July 2017. Ms. Richardson clarified that the evaluation tool is included in the board packet and that members should begin by reviewing each question and start gathering their data so that their final evaluation can be submitted to Dr. Mendenhall in June for a full report in the June 27th board meeting.

Motion by Mrs. Morris to begin the Head of School evaluation process as outlined. Second by Mr. Molina. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina	2 nd	X			
Mrs. Samantha Morris	M	X			
Mr. Richard Gordon Esq		X			
Mrs. Sarah Hoffman		X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

20170425-06_IV-BDRPT (for possible action) Consideration and Possible Approval to Begin the Assessment Process for the 2016 Annual K12 EMO Evaluation.

Motion by Mrs. Hoffman to begin the annual evaluation of K12 as the EMO for Nevada Virtual Academy. Second by Mr. Molina. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall		X				
Mr. Mauricio Molina	2nd	X				
Mrs. Samantha Morris		X				
Mr. Richard Gordon Esq		X				
Mrs. Sarah Hoffman	M	X				
Mr. Mark Makley		X				
VACANT						
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)			Tabled ()

20170425-07_IV-BDRPT (for possible action) Consideration and Discussion of the SY2017-2018 School Budget.

Mr. Paul Mazzarella, stated that the preliminary budget was submitted with approval provided by Dr. Mendenhall and the Finance Committee on April 15, 2017 as required. He presented the budget for review and stated that the final budget will be ready for community comment at the May 30, 2017 open board meeting. There is no action on this item.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall						
Mr. Mauricio Molina						
Mrs. Samantha Morris						
Mr. Richard Gordon Esq						
Mrs. Sarah Hoffman						
Mr. Mark Makley						
VACANT						
Motion	Carried ()	Not Carried ()	Vote, (A) (N) (AB)			Tabled ()

B. INSTRUCTION AND CURRICULUM

20170425-08_IV-BDRPT (for possible action) Consideration and Possible Approval of the SY2017-2018 School Calendar.

Motion by Mrs. Morris to approve the School Calendar for 2017-2018. Second by Mr. Molina. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina	2nd	X			
Mrs. Samantha Morris	M	X			
Mr. Richard Gordon Esq		X			
Mrs. Sarah Hoffman		X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

C. PERSONNEL

20170425-09_IV-BDRPT (for possible action) Consideration and Discussion to Form an NVVA Board Sub-Committee to Review Staffing and Title Changes.

Mrs. Megan Henry, K12, stated that a review of the needs of the school is needed due to the reduction of students and by working closely with the new Board Sub-Committee of the board, a thorough review can be conducted to ensure that the needs of the school are met with qualified staff.

Motion by Mr. Gordon to approve the creation of a Board Subcommittee. Second by Mr. Molina. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina	2nd	X			
Mrs. Samantha Morris		X			
Mr. Richard Gordon Esq	M	X			
Mrs. Sarah Hoffman		X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

20170425-10_IV-BDRPT (for possible action) Consideration and Possible Approval of Re-designation of Critical Labor Shortage Position for the Positions of: Secondary Math and Secondary Science Teacher. These Designations will be in effect for a period of two (2) years. Nevada Virtual Academy has a history of difficulty filling these positions and has used the following recruitment sites to locate qualified candidates: www.teachers-teachers.com, Indeed.com, UNLV Career Services, Las Vegas Review Journal, CSN Career Services, Craigslist, Dixie College Career Services, Weber State University Career Services, EdJoin, Nevada State College Career Services, Chicago Tribune, and OneStop. In many positions Nevada Virtual Academy has had to rely on retired teachers to fill the vacancies.

Dr. Yolanda Hamilton stated that the two position listed are hard to fill and that with this designation NVVA would be able to accept retired teaching staff to fill vacancies that occur. This designation is valid for a two year period.

Motion by Mrs. Morris to approve the designation of Secondary Math and Science Teacher as a critical labor shortage position for a period of two years. Second by Mr. Gordon. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall		X			
Mr. Mauricio Molina		X			
Mrs. Samantha Morris	M	X			
Mr. Richard Gordon Esq	2nd	X			
Mrs. Sarah Hoffman		X			
Mr. Mark Makley		X			
VACANT					
Motion	Carried (X)	Not Carried ()	Vote, (A 6) (N) (AB)		Tabled ()

VII. ITEMS SCHEDULED FOR INFORMATION

School Financial Report: Paul Mazarella, K12 Senior Director, Finance

Mr. Mazarella presented the March 2017 financial statement report

School Credit Card Review: Samantha Morris, Secretary/Treasurer

Mrs. Morris stated that a review of the credit card statements was conducted and that everything was in order.

VIII. CLOSING PROCEDURES

A. PUBLIC COMMENTS #2

No individual comment shall be for more than three (3) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

There was not public comment.

B. BOARD DISCUSSION - SUGGESTIONS FOR FUTURE AGENDA ITEMS:

An emergency meeting needs to be held next week to review and vote on the new K12 EMO contract, a new board member, and the nominations for the membership of the new board sub-committee.

C. ADJOURNMENT

Motion to adjourn by Mr. Gordon. Second by Mrs. Morris.

Meeting was adjourned at 6:31 PM.

The next board meeting is scheduled for May 30, 2017.