

**Approved MINUTES  
BOARD RETREAT  
BOARD OF DIRECTORS**

# **Nevada Virtual Academy**

**Monday – August 1, 2016  
12:00 PM**

**3773 Howard Hughes Parkway, Suite 400 North  
Las Vegas, Nevada 89169**

*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 7/22/2016 on the NVVA school website, and at physical locations of 8965 S. Eastern Ave, Ste 330, Las Vegas, NV 89123, 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 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>.
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 and total time allotted to non-agenda items will not exceed fifteen (15) 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.
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 agenzed and publicly noticed, the Board can respond, interact, and act upon the item.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting called to order at 12:15 PM

**B. ROLL CALL**

<b>Member</b>	<b>Title</b>	<b>Term</b>	<b>Present</b>	<b>Absent</b>	<b>In</b>	<b>Out</b>
VACANT	President	2018				
Mr. Richard Gordon Esq	Vice President	2018	<b>X</b>		<b>12:00</b>	
Mrs. Sarah Hoffman	Secretary/Treasurer	2018	<b>X</b>		<b>12:00</b>	
VACANT	Member	2016				
Dr. Anne Mendenhall	Member	2017	<b>X</b>		<b>12:00</b>	
Mrs. Samantha Morris	Member	2016	<b>X</b>		<b>12:00</b>	
VACANT	Member	2016				

**C. FLAG SALUTE**

**II. COMMUNICATIONS**

A. ORAL COMMUNICATIONS/PUBLIC COMMENTS: No individual comment shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

None

Mr. Gordon called for a flexible agenda. **Motion** by Dr. Mendenhall. Second by Mrs. Hoffman. Motion passed unanimously.

B. APPROVED PRESENTATIONS:

- Presentation and Discussion Related to the Open Meeting Law and Parliamentary Procedure by a representative of the Attorney General’s office.

Rose Marie Reynolds, Deputy Attorney General, provided a handout on NRS 241.010 and reviewed the Open Meeting Law guidelines. She also provided examples and a short sheet of Roberts Rules of Order for review.

C. General Discussion related to NVVA Board operations including but not limited to:  
(*Information/Discussion*)

- Status of School/Areas for Development
  - Resolution Administrator position recommended by the SPCSA will be implemented with a current administrator taking on the role and the position and administrator will be presented for vote at the Aug. 30<sup>th</sup> board meeting
  - Head of School and K8 Principal Vacancies need to be filled, preferably before the students return on Aug 29<sup>th</sup>. Resumes of current vetted candidates along with procedures followed by K12 will be reviewed and there may need to be a special meeting scheduled soon before the regularly scheduled board meeting of Aug. 30<sup>th</sup> in order to conduct interviews and submit final selection.
- NVVA Board Goals
  - This item was not discussed and will be tabled until the next board retreat
- NVVA Board Needs
  - Each board member will receive a copy of the NVVA Board By-Laws
  - Mrs. Hendricks will provide each board member with a copy of the Board Member Handbook downloaded from the SPCSA website as a resource.
- Recruiting New Board Members
  - Discussion on how to recruit new board members and the process to follow to allow all board members the opportunity to review resumes submitted for consideration. Board members present feel it would be beneficial to create an information section about recruiting interested community members to apply via resume submission from the school website.
  - A review of the NVVA board bylaws states that there is a two-week deadline prior to a regularly scheduled board meeting whereby recommendations can be made to the board secretary to consider a new board member. The board secretary would submit the selected candidate at the regular board meeting for vote.
- Usage of Committees
  - In discussion of the SPCSA recommendations for board committees the following committees are suggested: finance/budget; executive; accountability. Mrs. Hendricks is willing to provide a synopsis of these committees to the board members for review.
- Agenda Planning: Items for Future Agendas
  - Mrs. Reynolds provided input on areas of improvement on the board agenda master document and provided clarifications on sections needing revision. She suggested that a link be placed on the school website for any community member interested in being placed on a mailing list to receive board agenda's with a renewal required every six (6) months.
  - Ms. Richardson, school secretary to the board, will make the suggested revisions and ensure that all agendas are posted to the state notice website at [notice.nv.gov](http://notice.nv.gov).

### III. CLOSING PROCEDURES

- A. PUBLIC COMMENTS: No individual comment shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

None

- B. BOARD DISCUSSION - SUGGESTIONS FOR FUTURE AGENDA ITEMS:

Retreat in September to continue items not discussed and Ms. Reynolds to return for any new members on the board to be brought up-to-date

- C. ADJOURNMENT

Motion to Adjourn Dr. Mendenhall. Second Mrs. Morris.

Meeting was adjourned at 4:09 PM.