



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.

**May 04, 2019, Regular Board Meeting
Minutes**

**Regular Meeting – via Conference Call
North Carolina Learns, Inc.
Board of Directors
1-888-824-5783 passcode: 73138271#**

Board Members Present		Board Members Absent	Others in Attendance Non-Voting
Dr. Steve Moody	Dr. Steven Peters		Chad Long
Dr. Ronald Kantor	Walter Martin	Dan Swartz	Chris Withrow, Executive Director
Sara Struhs	Brenda Robertson		Dr. Joel Medley, K12
			Sharon Williams K12

I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 8:06 am. Before conducting business, the Executive Director took roll to ensure that a quorum of the board existed. With a quorum present, board business could be conducted.

The mission was read for the full board to drive the actions and deliberations for the remainder of the meeting.

ACTION: Dr. Steve Moody made a motion to accept the agenda, seconded by Mrs. Brenda Robertson. The motion passed unanimously.

II. COMMUNICATIONS:

No requests for public comments were received.

III. CONSENT ITEMS:

IV. DISCUSSION ITEMS:

- a. Mrs. Sharon Williams, Deputy Regional Vice President, K12 was introduced to the board. She made some comments about her duties and responsibilities. Next, Mrs. Williams entered in a discussion to apprise the board of the procedure for replacing the Head of School [HOS], of which the current HOS has accepted a promotion within K12.
- b. Mr. Brandon Cole provided details to the board regarding the school's insurance coverages including:
 - General Liability
 - Special Excess Liability
 - D&O Coverage
 - Employment Practices Liability
 - Insured Person and Organization Coverage
 - Fiduciary Coverage
 - Workers Compensation
 - Crime, Cyber Liability and Student Accidents
- c. Mr. Chad Long and Mr. John Kramer reviewed with the board the proposed 2019/2020 school budget. Items for discussion included:
 - Vendor Contracts
 - Enrollments
 - Funding
 - Staffing & Compensation
 - P&L
- d. Policy 410: Fiscal Policies and Procedures – Mr. John Kramer discussed the proposed updates to the existing policy. The updates were either minor, clerical or additions to comply with law changes.
- e. HOS Update – Dr. Joel Medley
- f. Dr. Steve Moody led a discussion regarding:
 - Tuition reimbursement for two employees
 - Employee Agreements
 - Approval of the Audit Engagement Letter
 - K12 invoice for the month of April
 - Policy 410
 - Sign-On and Retention Bonuses Line Item

V. ACTION ITEMS:

Amend Sign-On and Retention Bonuses Line Item
Employee Agreements
April Invoice
Engagement Letter with Audit Firm
Tuition Reimbursement
Policy 410

ACTION: Dr. Ronald Kantor, made a motion amend the sign-on and retention bonus line item, increasing it from \$15,000 to \$25,000, seconded by Mrs. Sara Struhs. The motion passed unanimously.

ACTION: Mrs. Sara Struhs, made a motion to extend employment contracts to the teachers recommend by the administration, seconded by Dr. Steven Peters. The motion passed unanimously.

ACTION: Mr. Walter Martin, made a motion to approve the monthly invoice, seconded by Mrs. Sara Struhs. The motion passed unanimously.

ACTION: Dr. Steven Peters, made a motion to approve the engagement letter with the audit firm, seconded by Dr. Ronald Kantor. The motion passed unanimously.

ACTION: Mr. Walter Martin, made a motion to approve tuition reimbursement for two teachers, seconded by Mrs. Sara Struhs. The motion passed unanimously.

ACTION: Mrs. Brenda Robertson, made a motion to approve the updates to policy 410, seconded by Mrs. Sara Struhs. The motion passed unanimously.

VI. CHAIRPERSON COMMENTS

May 16, 2019 – Kindergarten Celebration

June 12, 2019 – Graduation

July 21 – 31, 2019 – NC Association for Public Charter Schools Conference

VII. ADJOURNMENT

A motion was made to adjourn the meeting by Dr. Steve Moody and properly seconded by Dr. Ronald Kantor. The motion passed unanimously. With the completion of all agenda items and no new business items, the meeting was adjourned.

The meeting ended at 1:56 PM.

The next scheduled board meeting will be June 10, 2019, 5 PM.