



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.

December 07, 2015, Regular Board Meeting Approved Minutes

Board Members Present		Board Members Absent	Others in Attendance
Sarah Waltman	Steve Moody	Brad Howard	Chris Withrow, Executive Director
Brenda Robertson	Cathy Zambrano		Joel Medley, Head of School
Dr. Diana Freeman	Sara Struhs		
Dr. Rick Wallace			

I. CALL TO ORDER

The meeting was called to order by Steve Moody at 5:03 pm. Before conducting business, a roll call was taken by the Executive Director to ensure that a quorum of the board existed.

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

The meeting minutes from previous meetings were presented and reviewed by the board. These minutes included the Finance, Policy, Academic, and CALL and regular board meetings.

ACTION: Rick Wallace moved to approve the minutes, and that motion was seconded by Sara Struhs. The motion passed unanimously.

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. CONSENT ITEMS: all items listed here are considered by the Board to be routine matters and will be approved by the Board in one motion. Unless specifically requested by a board member for further discussion, there will be no discussion of these items prior to the Board vote. The Head of School recommends approval of all consent items.

- a. **Bylaws Update**
- b. **Policy – 415 Compensation Arrangements**
- c. **Amendment – Mileage Addendum to employee handbook**
- d. **Teacher Hire - Martin**

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

IV. DISCUSSION ITEMS:

- e. Financial Report – Cathy Zambrano, the chair of the Finance Committee, led the report to the full board.
 - The committee met to review the K12 invoice for the month of September.
 - Cathy Zambrano offered a short overview of the invoice.
- f. Head of School Update – the Head of School provided the board an overview of happenings in November.
 - Personnel – some personnel matters arose in November that were brought to the board’s attention. The procedures for release in the employee handbook and services agreement were followed.
 - ACT PLAN – the results of the 10th graders taking this assessment were presented to the board. Overall, the school is right on the national average or slightly ahead in nearly every category. Math, however, is extremely low. Plans have already been implemented to help remediate in small groups. The comparison of this data with the actual ACT taken by juniors will show the value added by the virtual charter school.
 - Public Records Inspection – the board heard how the inspection went as well as a new request from the same organization. A question was asked regarding the creation of a board policy that outlines the process, procedure, and charges for future requests. The board attorney will be asked to draft a policy.
 - Benchmarks – the school’s second quarter benchmarks are being administered the last week before the holidays; so once the data is available, the Academic committee will be presented the results.

V. ACTION ITEM:

- The Finance Committee recommends the approval the September invoice for payment.

ACTION: Cathy Zambrano moved to pay the September invoice as recommended by the Finance Committee, and that motion was seconded by Rick Wallace. The motion passed unanimously.

Brenda Robertson reminded the board of the attendance policy.

VI. ADJOURNMENT

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