



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.

November 2, 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 | Dr. Rick Wallace | Joel Medley, Head of School |
| Dr. Diana Freeman | Sara Struhs | | Karen Ghidotti, K12 |
| | | | Lisa Moe, K12 |

I. CALL TO ORDER

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

ACTION: Diana Freeman made a motion to adopt the agenda as presented, and it was seconded by Sarah Waltman. The motion passed unanimously and the agenda was adopted.

The meeting minutes from previous board meetings were presented and reviewed by the board. These minutes included the October 5, 2015 meeting.

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

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

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. **Teacher hire recommendations** – position being filled for .75 position due to the increasing numbers of special education students

- **Special Education:** Laverde

ACTION: Brenda Robertson moved to adopt the Consent Item, and that motion was seconded by Sara Waltman. The motion passed unanimously.

IV. DISCUSSION ITEMS:

b. Financial Report – Cathy Zambrano, the chair of the Finance Committee, led the report to the full board.

- The committee met twice to go over the K12 invoices and then gain a deeper understanding of the budget versus actual.
- Cathy Zambrano offered a short overview of invoices and how they were reviewed during the committee structure. With these being the first invoices, taking a slower approach to these initial ones was recommended. A few questions were asked regarding the process going forward.
- The Finance Committee recommendation to approve the K12 Materials invoice for payment for the month of August (\$616,000). The second invoice was larger (\$800,000) and additional time was set aside for board members to discuss in smaller groups if needed.

ACTION: Cathy Zambrano moved to pay the July and August invoice as recommended by the Finance Committee, and that motion was seconded by Sara Struhs. The motion passed unanimously.

c. Head of School Update

- Professional development – the faculty met face-to-face in Durham last Thursday and Friday. The agenda included a “state of the school,” crisis plan updates, data driven instruction, and then grade level planning for the next quarter.
- Withdrawal Rate – in keeping with past presentations to the board, three possible numbers were shared. In using the board’s adopted policy, only 58 students have withdrawn from the school. Nearly 40% of those withdrawing are returning to homeschool. Other reasons for withdrawal were shared with the board.
- Academic Update – an explanation was provided into what the data revealed when compared to the first year goals for the charter. For the first year, the academic goals included: AMO targets in math, science, and reading; 95% of students tested; and 90% of 3rd graders reading on their appropriate grade level.
 - ❖ Beginning of Third Grade assessment – only 36% of our students attained proficiency and 41% were in the lowest quartile. In short, a significant amount of work exists to

move these students toward proficiency. The school has already implemented remedial steps.

- ❖ Scantron Performance Series – this diagnostic for K-1 has revealed possible strength in these grade levels for reading and math. The only caveat is regarding the delivery format – the assessment is done in the home and it is possible that parents could be offering help to their students which would skew the scores.
- Instructional Coaching Program – Lisa Moe, a K12 employee, serves as the instructional coach for NC Virtual Academy (NCVA); and she provided an overview of the Instructional Coaching program. She serves all of the teachers at NCVA and regularly visits their classes to provide feedback to the teachers on improving their practice – every teacher is reviewed in a two week schedule. These sessions are not evaluative. Bi-weekly trend analysis is shared with the academic administrators in order to craft professional development to meet the school’s needs.

The Executive Director asked a couple of questions regarding attendance at the Parents for Educational Freedom of NC event, the December 5th Open House event, and dates for the board retreat in 2016.

V. ADJOURNMENT

A motion was made to adjourn the meeting by Sara Struhs, 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.