



*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.*

## April 02, 2018, Regular Board Meeting Minutes

**Regular Meeting – via Conference Call**  
**North Carolina Learns, Inc.**  
**Board of Directors**  
**February 05, 2017 (5pm)**  
**1-888-824-5783 passcode: 73138271#**

Board Members Present		Board Members Absent	Others in Attendance Non-Voting
Dr. Steve Moody	Dr. Steven Peters		Dr. Joel Medley, Head of School, K12
Brenda Robertson	Dan Swartz		Amanda Jones, K12
Sara Struhs			Kristin Contreras, K12
Walter Martin			Chris Withrow, Executive Director, NCVA
			Chad Long, K12
			Marcia Simmons, K12

### I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 5:01 pm. Before conducting business, the Executive Director took a roll call to ensure that a quorum of the board existed.

The mission was read for the full board to drive the actions and deliberations for the remainder of the meeting. The Chairman pointed out the conflict of interest statement for the board to review.

**ACTION:** Dr. Steven Peters made a motion to adopt the agenda, and approve the minutes from the previous board meeting, governance and finance committee meeting and amend the minutes to reflect the proper spelling of his name, seconded by Mrs. Brenda Robertson. The agenda was adopted, and minutes approved.

## II. COMMUNICATIONS:

No requests for a public comment were received.

## III. CONSENT ITEMS:

Dan Swartz – Board Member  
Administrative Withdrawals  
Part Time History Teacher - Hire

**ACTION:** Mrs. Sara Struhs made a motion to approve the consent agenda items, seconded by Mr. Walter Martin. The motion passed unanimously.

## IV. DISCUSSION ITEMS:

- a. Ms. Amanda Jones shared with the board the plans for administering the End of Grade [EOG] and End of Course [EOC] tests to our students. To accommodate our families from traveling long distances, we will be giving the tests in 20 locations with an average commute of 18 miles. The school will accommodate families with financial hardships by providing gas cards and taxi rides.

We will test approximately 1,400 students with 25 different tests over a 10-day testing window. Make-up test will be administered for students who are unable to attend during the test window.

Additionally, Ms. Jones shared the communication plan and the test training and preparation plan.

- b. Mrs. Kristin Contreras presented the board with information about the Family Academic Support Team [FAST]. Primarily the team works with families that have become disengaged within the academic process. FAST offers strength-based wrap around supports while creating a positive and supportive school climate. The team works to eliminate truancy issues and assist families with back on track plans leading towards high school graduation.

The team assists the families with a “Strong Start” program which teaches the learning coaches and students how to perform a variety of tasks such as logging in, logging attendance and an understanding of the requirements to take part in the school successfully.

Typically, students are referred to the program to address a family crises, truancy, slow progress, compliancy issues, lack of engagement and leaning coach support needs.

- c. HOS Update – Dr. Medley carried the board through several things:
  - Withdrawals – in comparing the 5<sup>th</sup> month and 6<sup>th</sup> month withdrawal numbers, they are down significantly. The 5<sup>th</sup> month was a historically high number for NCVA while the 6<sup>th</sup> month is a historically low number.
  - Re-registration – this process to determine seats for the lottery started the last week of February. At the time of the meeting, 87% of the families had responded indicating their intentions for next year. Staff will work to continue to diminish that number ahead of the lottery.
  - Open enrollment – the school has a thirty-day open enrollment period as required by the State Board. The lottery will be held the last week of April using a similar process to last year.
  - The board received positive news – a teacher and two administrators are finalists in national awards offered by K12. As more details become available, they will be shared.
  - NCVA just received a list of “glow and grow” items from the Office of Charter Schools, and it will be forwarded to the board in the next 24 hours. The presentation ended with a reminder of the charter goals at the conclusion of each HOS update.
- d. Dr. Steve Moody shared with the board the activities the governance committee undertook this month, primarily administrative withdrawals.
- e. Mr. Chris Withrow provided the board with an overview of the finance committee activities. The school has collected approximately thirteen million dollars of ADM funding which is 96% of the budgeted amount. Further, we have three million in cash as of the end of February. Additionally, the paperwork to add Gina Little, Ron Williams and Marcia Simmons as signatories for checks less than \$5,000 has been completed.
- f. Dr. Steve Moody asked the board to support him adding the additional duty of Treasure for a term of six months allowing time for other board members to become trained in the roll and take over the responsibility.

#### V. ACTION ITEMS:

- a. Dr. Steve Moody – Treasure
- b. Finance Committee Invoice - March

**ACTION:** Mrs. Sara Struhs made a motion to approve Dr. Steve Moody as Treasure for a term of no more than six months, seconded by Mrs. Brenda Robertson. The motion passed unanimously.

**ACTION:** Dr. Steve Moody made a motion to approve the invoice, seconded by Mrs. Sara Struhs. The motion passed unanimously.

## VI. CHAIRPERSON COMMENTS

### Important Dates to Remember

- May 5, 2018 – Annual Finance Committee Work session
- May 17, 2018 – Capital Day
- June 7, 2018 – Prom at the Marriott in Durham
- June 8, 2018 – 1st Graduation at Kings Park International Church in Durham
- July 15 – 17, 2018 – North Carolina Association for Public Charter Schools Conference

## VII. ADJOURNMENT

Motion was made to adjourn the meeting by Mrs. Brenda Robertson and properly seconded by Mrs. Sara Struhs. The motion passed unanimously. With the completion of all agenda items and no new business items, the meeting was adjourned.

The meeting ended at 5:55 PM

The next scheduled board meeting will be May 07, 2018, 5 PM