



*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.*

## February 05, 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. Joel Medley, Head of School, K12
Brenda Robertson			John Kramer, K12
Sara Struhs			Lucy Long, K12
Walter Martin			Chris Withrow, Executive Director, NCVA
			Chad Long, K12
			Rebecca Knapp, K12

### I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 5:02 pm. Before conducting business, the Head of School 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.

**ACTION:** Mrs. Sara Struhs made a motion to adopt the agenda, and approve the minutes from the previous board meeting and finance committee meeting, 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:

2018/2019 Academic Calendar  
Administrative Withdrawal

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

## IV. DISCUSSION ITEMS:

- a. Mrs. Lucy Long shared with the board an update of marketing activities in preparation for open enrollment. Marketing services include:
  - Identification of family stories
  - Social Media Campaigns
  - Radio and Television advertising
  - Community EventsKey marketing campaigns revolved around realtors, pediatricians, kindergarten identification and community service, the goal being to leverage these professionals and agencies to reach new audiences especially those moving into the area.
- b. HOS Update – the Head of School walked the board through the following items:
  - Enrollment Grade Caps – the proposed figures were presented meaning that additional students will be added in K-2, 6-8, and 9-12. One board member asked a question about the number of teachers that would be necessary for that growth.
  - EOC Testing Percentages – the board heard details on the specific number of students that did not test. With the State’s new policy, any student that did not test would not only count against the school’s participation but also received a non-proficient label in the school’s proficiency scores.
  - Renewal Site Visit – tentative agenda for the March 22 meeting was provided. The board also heard about the renewal packet in the works. This document allows them to receive data well in advance of the on-site visit.
  - FEV Tutor – the initial implementation of this program has proceeded smoothly. The board received sample data and that a continued update would be forthcoming as the program expanded.

- c. Mr. John Kramer advised the board that Mrs. Jennifer Prince was promoted and until her replaced is secured he requested the board temporarily approve Mrs. Marcia Simmons and Mrs. Gina Little as additional signatories for checks under \$5,000. Additionally, he shared the finance committee recommends approving the audit proposal submitted by our auditors.

V. ACTION ITEMS:

- a. Approval of Grade Level Caps
- b. Finance Committee Invoices
- c. Delegation of Check Signing Authority
- d. Approval of Audit Proposal

**ACTION:** Mrs. Sara Struhs made a motion to approve the grade level caps, seconded by Mrs. Brenda Robertson. The motion passed unanimously.

**ACTION:** Dr. Steve Moody made a motion to approve the invoices, seconded by Mr. Walter Martin. The motion passed unanimously.

**ACTION:** Dr. Steve Moody made a motion to approve the delegation of check signing authority, seconded by Mrs. Brenda Robertson. The motion passed unanimously.

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

VI. CHAIRPERSON COMMENTS

Important Dates to Remember

- March 22, 2018 – Charter Renewal site visit
- 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

VII. ADJOURNMENT

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

The meeting ended at 5:46 PM

The next scheduled board meeting will be March 05, 2018, 5 PM