

**Board Meeting Minutes**  
**North Carolina Learns Board of Directors**  
**April 6, 2015**  
**Via Teleconference**

**Board Members Present**

Chris Withrow, Chair  
Steve Moody  
Sara Struhs  
Marjorie Benbow  
Travis Mitchell (joined at 5:06)

**Staff Present**

Karen Ghidotti  
Megan Henry  
Freddie Gonzales  
Julie Hawkins

**Other Attendees**

**Board Members Not Present**

**None**

**Call to Order**

Chris Withrow called the meeting to order at 5:01 p.m.

Roll was taken.

**Agenda**

Mr. Withrow inquired of all board members if they had received the agenda prior to the meeting and if there were any questions or discussion on the agenda. Two changes were proposed for consideration: Approval of the March 14 board minutes requested to be removed from the agenda because they were not sent out to the board prior to the meeting for review; Mr. Steve Moody requested to add the review and approval of the Executive Director job description to the agenda.

<p><b>ACTION: Steve Moody moved to approve the Board Meeting Agenda as amended. Sara Struhs seconded the motion. Motion passed 4-0.</b></p>
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**Board Chair Report**

Mr. Withrow read the school's mission statement.

**General Updates**

Mr. Withrow requested Karen Ghidotti to provide some general updates to the board. Ms. Ghidotti provided the board an updated on enrollments and on the status of locating an administrative office space.

The board reviewed the job description for the Executive Director position. Ask K12 Human Resources department to review.

**ACTION: Sara Struhs moved have reviewed by K12 Human Resources and then place back on the next board meeting agenda for final approval. Seconded by Marjorie Benbow. Motion passed 6-0.**

Mr. Withrow appointed Travis Mitchell, Sara Struhs and Steve Moody to the Board Member Recruitment Committee.

Board reviewed information around the State Health Plan, State Retirement Plan and the options for opting out of the State plans.

**ACTION: Sara Struhs moved to opt out of the State Health and State Retirement plans and direct K12 to obtain proposals from private companies on behalf of the board. Seconded by Steve Moody. Motion passed 6-0.**

Ms. Struhs provided an overview of the draft employee handbook that was sent out to the board prior to the meeting. Withrow asked to amend the handbook to include a statement not allowing teachers to have outside teaching jobs.

**ACTION: Sara Struhs moved to approve the teacher handbook with the edit of adding language around not allowing outside employee in another teaching position to the handbook and that the decision the board makes around the teacher leave package will be updated accordingly. Steve Moody seconded the motion. Motion carried 6-0.**

Ms. Struhs noted that prior to the board meeting members received copies of the parent /student handbook and asked if there were any questions or discussion from the board. The Board discussed the requirements detailed in the handbook for both the parents and students.

**ACTION: Steve Moody moved to approve the NCVA Parent Student Handbook. Motion seconded by Travis Mitchell. Motion passed 6-0.**

Ms. Struhs asked the board if they had any questions or comments around the draft finance policies that were provided to the board prior to the meeting. Board discussed needing to make some possible updates once the Executive Director's job description is approved.

**ACTION: Steve Moody moved to approve the finance policy manual as presented, with the understanding that edits may be necessary once the Executive Director's job description is approved. Sara Struhs seconded. Motion passed 6-0.**

**ACTION: Steve Moody moved to adjourn at 6:12. Seconded by Sara Struhs. Motion passed 6-0.**

