



*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.*

## September 8, 2015 Regular Board Meeting Draft Minutes

Board Members Present		Board Members Absent	Others in Attendance
Sara Struhs	Steve Moody	Brad Howard	Chris Withrow, Executive Director
Brenda Robertson	Dr. Rick Wallace	Sarah Waltman	Joel Medley, Head of School
Dr. Diana Freeman	Cathy Zambrano		John Kramer, K12 SR Finance
			Tom Bolvin, K12, Gov't Affairs
			Marcia Simmons, Academic Administrator

### I. CALL TO ORDER

The meeting was called to order by Steve Moody at 5pm, and a roll call was taken to determine if a quorum of the board was present.

The meeting agenda was reviewed and then accepted by the board with the proposed changes – adding two items to the Consent agenda (teacher hires).

**ACTION:** Diana Freeman made a motion to adopt the agenda with the additions to the Consent Agenda, and it was seconded by Rick Wallace. The motion passed unanimously and the agenda was adopted as revised.

The meeting minutes from previous meetings were presented and reviewed by the board. These minutes included the August 10, August 21, and August 26 meetings.

**ACTION:** Sara Struhs moved to approve the minutes as presented, and that motion was seconded by Brenda Roberston. 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 request was submitted for a public comment and nobody online requested the opportunity to address the board about an item on the agenda.

### III. INFORMATION:

- a. Gov't Affairs Team:
  - i. Tom Bolvin, who works with Government Affairs for K12, provided a short overview of his role in working with the charter school. This service is provided under the Services Agreement with the nonprofit board. Their primary services offered to the school from Government affairs are lobbying and public relations and assistance with the independent, parent coalition. They do not make contributions to campaigns as it is prevented by law.
  - ii. The primary victory of this team has been getting the school pilot established, and they will work to enact positive policy that benefits the children through the operation of the charter school.
  - iii. McGuire Woods and the Jason Deans group serve to assist the charter school with policy. Representatives from each introduced themselves and shared, from their perspective, their goal was to educate legislators about virtual charter schools and the need for this option.

### IV. ELECTION OF OFFICERS:

The board considered reconstitution of officers since the school is moving from the planning to the operational phase. The following officers are presented for approval:

- Steve Moody – chair
- Sara Struhs – vice chair
- Cathy Zambrano
- Rick Wallace -- secretary

**ACTION:** Steve Moody motioned the above mentioned officers be taken for the board, and that motion was seconded by Sara Struhs. The motion passed unanimously.

V. 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**

- **Elementary:**
- **Middle:** Brancaccio
- **High:** Mechalske
- **Exceptional Children:**

#### **b. School documents – modifications to the following aspects:**

- Bylaws – during the Ready to Open process, the Office of Charter Schools wanted language changed regarding the dissolution of the school and frequency of meetings to coincide with the State Board of Education policy. Specifically, Article IV, Section 3 and Article XIV are the sections to be revised.
- Employee Agreement – tweaks language by inserting a non-solicitation or non-compete piece for NCVA teachers. It protects proprietary information of the school and its selected provider.

**ACTION:** Rick Wallace moved to approve the Consent Agenda, and that motion was seconded by Brenda Robertson. The motion passed unanimously.

## VI. ACTION and DISCUSSION ITEMS

### a. ACTION

#### • Board Policies:

##### ❖ Criminal Background Checks

- a. The law requires a charter school to have a policy that, at least, mirrors that of the LEA in which the school is located. The proposed policy mirrors that of the LEA but goes even further in requiring SBI fingerprinting of every employee and potentially applies to volunteers as well.
- b. The policy would be codified under “300 Personnel” and would be numbered “305 Criminal Record Check.”
- c. Staff recommends adoption of the policy as presented regarding fingerprinting of employees, and when practical, school volunteers.

**ACTION:** Sarah Struhs made a motion to adopt the Criminal Background Check policy and it was seconded by Diana Freeman. The motion passed unanimously.

##### ❖ Enrollment/Lottery

- a. The proposed policy outlines the enrollment, lottery, and waitlist processed utilized during the spring. By voting to adopt, the board would officially make this policy of the school.
- b. The policy would be codified under “200 School Operations” and would be numbered “215 Enrollment and Lottery Policy.”
- c. Staff recommends adoption of the policy as presented outlining the enrollment and lottery process for families.

**ACTION:** Cathy Zambrano made a motion to adopt the Enrollment/Lottery policy and it was seconded by Diana Freeman. The motion passed unanimously.

### b. DISCUSSION

- Committee Structure of the Board: the chair revealed his plan regarding the creation of standing committees and that he discussed this plan with the Executive Director in formulation. The committees must have at least 2 board members according to bylaws; and as the school grows, parents could be added.

##### ❖ Those committees are the following:

- a. Academic – headed by the vice chair, Ms. Struhs
- b. Finance – headed by the treasurer, Ms. Zambrano
- c. Policy – headed by the secretary, Dr. Wallace

- ❖ A Personnel committee is needed in the short term, so Mr. Moody will lead it and Ms. Struhs will also serve on it.
- ❖ If board members have a particular committee interest, they can reach out to the board chair to share that desire. He will discuss and share at the next board meeting.
- Financial Report: Mr. John Kramer, the Southern Region finance director, walked the board through the financial report. Its format was based upon the initial budget approved by the board and changes could be made down the road as the board wants.
  - ❖ The allotment was explained as a temporary measure since the state still does not have an adopted budget. Currently, NCVA has received approximately \$2.4 million; however, it does not go to the bank. Instead, the NC cash management system requires a fund request at least 3 days in advance for a specific dollar amount that must be used.
  - ❖ Several questions were asked regarding close-out of books for August, what line items specifically funded, procedures for how local funds are to be collected, etc.
  - ❖ The finance committee will get deep detail and conversation regarding the blue-shaded items referencing specific K12 charges, invoices, and details.
- Head of School Update
  - ❖ September SBE meeting – a short update that this did go well with strong board representation. The executive director led off the presentation and the board recognized a familiar face as he had been involved in the process.
  - ❖ Enrollment – grade bands, demographics, and withdrawal data was presented to the board.
  - ❖ Data and goal review – early data that is coming in reveals that the school’s third graders may be lower than anticipated. In October, more data will be available to share with the board.

VII. CLOSED SESSION: no items to be discussed in Closed Session, so the board continued in open session.

VIII. ADJOURNMENT

Upon conclusion of the meeting agenda, no new business items were mentioned. A motion was made to adjourn the meeting by Brenda Robertson, and it was properly seconded by Cathy Zambrano. The meeting adjourned at 606pm.

**ACTION:** Brenda Roberston made a motion to move the September board meeting to the 8<sup>th</sup> and it was seconded by Cathy Zambrano. The motion passed unanimously.