

Cr r t q x g f ' M i n u t e s
REGULAR BOARD MEETING
BOARD OF DIRECTORS

Nevada Virtual Academy

Tuesday – August 29, 2017

5:00pm

NVVA Blended Learning Site

4801 S. Sandhill

Las Vegas, NV. 89121

*Persons wishing to attend via conference call may do so by calling the Nevada Virtual Academy Office **24 hours in advance** at 702-407-1825 for phone number and passcode. Posted on 08/24/2017 on the internet at nvva.k12.com, on www.notice.nv.gov, and at physical location of 4801 S. Sandhill, Las Vegas, NV 89121.*

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

The Nevada Virtual Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas and supporting documents are available to all audience members at the door to the meeting, by requesting the agenda from Karri Payne, Interim Board Clerk (702-407-1825 ext. 7016) or on the School’s website at: <https://nvva.k12.com>. Presentation materials discussed during the meeting may be viewed by using the following link: <https://sas.illuminate.com/m.jnlp?password=M.88713B5DA314A96659A75C63C66A68&sid=559>
2. “Requests to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” Speakers may also request to be placed on “Speakers List” by calling the School’s Office (702-407-1825 ext. 7016) seventy two hours in advance of the meeting.
3. The “Oral Communications” portion is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not take action. These presentations are limited to three (3) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item. Written public comments can be provided to Karen Richardson up to two hours prior to the scheduled meeting via email to krichardson@nvvacademy.org.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly agenzed and publicly noticed, the Board can respond, interact, and act upon the item.
7. Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

I. PRELIMINARY

Call to Order

Meeting called to order at 5:07 PM

Roll Call

Member	Title	Term	Present In Person OR Telephone	Absent	In	Out
Dr. Anne Mendenhall	President	2017	T			
Mr. Mauricio Molina	Vice President	2018		x		
Mrs. Samantha Morris	Secretary/Treasurer	2017	IP			
Mr. Mark Makley	Member	2018	T			
Mr. Kade Miller, Esq.	Member	2018		x		
Ms. Elizabeth McFadden	Member	2018	IP			

Pledge of Allegiance

II. PUBLIC COMMENT #1

ORAL COMMUNICATIONS/PUBLIC COMMENTS: No individual comment shall be for more than three (3) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

There was no public comment

III. STANDARD ORDER OF BUSINESS

A) Reports of Officers and Standing Committees

a. Board President

i. Board Training, Preventing Board Schizophrenia, Dr. Brian Carpenter

- The Board should speak with one voice so its actions and decisions are lawfully established.
- Legally speaking, the Board has not spoken unless it has voted.
- The Board should observe the “One Voice Principle” so that management is clear about the Board’s will.
- All Board votes must be recorded in the minutes.
- If it isn’t recorded – it didn’t happen.

Ms. Mendenhall asks to the Board – “How do you think we can improve upon this?” And asks Dr. Hamilton – “Has the Board been able to provide *one voice*?” Mrs. Morris responds that she thinks the Board has improved and worked hard to become one voice. Mr. Makley agrees and adds that he hasn’t been a part of a vote yet that the Board wasn’t in agreement after discussion. Ms. Mendenhall adds her agreement that the Board has come a long way and have been able to

limit the overwhelming request for data from administration.

Dr. Hamilton responds that she agrees with the Board members. There was a time at the beginning of the year where we were getting many requests from the committees for data – there were a lot of “asks”. Due to implementing weekly meetings with Board President and HOS for discussions, there is no longer the request from different Board members for isolated information. Dr. Hamilton feels there is definitely one voice with this Board and does not have concerns or complaints.

ii. CSAN Conference

Ms. Mendenhall would like a few board members to attend the CSAN conference. Mr. Makley will look into seeing if his schedule will allow him to attend.

b. Audit Committee Report

Mrs. Morris reports that the new CPA company is beginning the financial audit.

c. Policy Committee Report

Ms. Mendenhall reports that Mr. Miller was not able to attend the meeting today, however, he has been reviewing the manual with Kara and Dr. Hamilton, which will be addressed today in Board Business.

d. Recruitment Committee Report

Ms. Mendenhall reports that the Board is happy to have new member, Elizabeth McFadden and they are always looking for potential board members. It is an ongoing request if you know of any people who might be interested. They are currently trying to fill a position for someone to sit on the policy committee. Mrs. Morris adds that it is important that we have a board member from Reno.

e. School Report – Dr. Yolanda Hamilton

Dr. Hamilton reports that the school-year is off to a great start! We are busy providing Orientations and onboarding new families. Blended started today for high school and K5 and will start next week for middle school. We are MAPs testing our students to get readiness data and to place students on pathways. We are almost fully staffed. We are excited about our new Retention plan and looking forward to keeping more of our families. We have collaborated with Insperity and K12 HR on our new PTO proposal and are hopeful it will provide more continuous, uninterrupted teaching for our students. Preliminary analysis of our SBAC data shows our students have grown in most grade levels in both ELA and Math, and EOC numbers look promising. With the addition of our new Facilities coordinator, the building is looking better than ever! We also had our mandatory Crisis Response meeting last week.

- **Enrollment** – 2070, 248 of which are special Education students. 71 more than this time last year.
- **Orientations & Onboarding** – We have onboarded and provided Orientation for 617 students since August 1st!

- **Staffing**– We have hired a new K8 Principal. Andre Denson comes to us with experience in both the traditional and Charter school realms. We have the K8 Assistant Principal and a couple of Special Education teacher positions yet to fill.
- **Student Retention Plan** – We have identified 3 main goals in effort to retain more students – HOS Call Outs, regular analysis of retention data, and Truancy education.
- **Revised PTO Policy** – Currently, teachers (10 month employees) get 26 days off throughout the school-year for holidays and vacations. Additionally, we are proposing 2 PTO days and 5 days of sick time. For 11 month employees, same holidays and vacations, with 4 PTO days and 7 days of sick time. Twelve month employees get the holidays (7), with 6 PTO days and 9 days of sick time. All employees could have up to 5 sick days roll over per year.
- **Summative Assessments** – We have preliminary data available for SBAC and EOC. The state has an anticipated date of September 15th to start releasing validated numbers. The state is anticipating a December release date for the new Nevada School Performance Framework and star ratings.
- **Facilities** –Susan from the Eastern Beltway Property emailed today and has an update about the lease. We are meeting tomorrow and I will follow up with Anne next week to discuss.
- **Crisis Meeting**
 - Reviewed current safety plan and procedures.
 - Nothing changed since last year
- **Drills Procedures**
 - Three Types: Fire, Shelter-In-Place, Earthquake Drills and Hard Lock Down
 - Last one was a Fire Drill, where we found we need to re-inspect our fire extinguishers, other than that it went well. Fire Marshall liked that we implemented the use of our phones as intercoms.
 - We talked about having “practice” drills before the Fire Dept comes once a month
 - Megan Bernardo is working on an updated Safety and Emergency Training
 - Will work with one of our parents on messaging to families on emergency procedures for Blended
- **OSHA Compliance**
 - Wednesday 8/24/17 Fire Extinguisher Inspection scheduled
 - Monday 8/28/17, Asbestos Training to keep compliant with OSHA regulations
 - New First Aide Safety Assistant (FASA) starts: Wednesday 8/24/17

B) Previous Board Meeting Minutes

Review and possible approval of the minutes from the August 1, 2017 regular board meeting.

Motion by Mr. Makley to approve the minutes of the August 1, 2017 regular board meeting. Second was provided by Mrs. Morris. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall		x				
Mr. Mauricio Molina					x	
Mrs. Samantha Morris	2nd	x				
Mr. Mark Makley	M	x				
Mr. Kade Miller, Esq.					x	
Ms. Elizabeth McFadden		x				
Motion	Carried (X)	Not Carried ()	Vote, (A 4)	(N)	(AB)	Tabled ()

Review and possible approval of the minutes from the August 10, 2017 emergency board meeting.

Motion by Mrs. Morris to approve the minutes of the August 10, 2017 emergency board meeting. Second was provided by Ms. Mendenhall. Motion passed with one abstain vote from Mr. Makley.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall	2nd	x				
Mr. Mauricio Molina					x	
Mrs. Samantha Morris	M	x				
Mr. Mark Makley				x		
Mr. Kade Miller, Esq.					x	
Ms. Elizabeth McFadden		x				
Motion	Carried (X)	Not Carried ()	Vote, (A 3)	(N)	(AB 1)	Tabled ()

IV. CONSENT AGENDA ITEMS

(Information/Possible Action/Public Comment -If discussion is needed on any item then it shall be placed in Scheduled for Action V)

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Head of School recommends approval of all consent agenda items.

There was no consent agenda items

V. SCHEDULED FOR POSSIBLE ACTION

(Information/Possible Action/Public Comment on the following voting items)

A. BUSINESS

20170829-01_V-BDRPT (for possible action) Consideration and Possible Approval for Payment to K12 for Products and Services Provided

Motion by Mrs. Morris to approve payment to K12 for products and services received. Second by Mr. Makley. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall		x				
Mr. Mauricio Molina					x	
Mrs. Samantha Morris	M	x				
Mr. Mark Makley	2nd	x				
Mr. Kade Miller, Esq.					x	
Ms. Elizabeth McFadden		x				
Motion	Carried (X)	Not Carried ()	Vote, (A 4)	(N)	(AB)	Tabled ()

20170829-02_V-BDRPT (for possible action) Consideration and Possible Approval to the Special Education Compliance and Procedure Manual SY2017-2018

Dr. Hamilton remarks that the Special Education Compliance and Procedure Manual is based on the direction and guidelines from the State and are items that we must adopt and adhere to from a state and federal level.

Lisa Dzierbicki, Special Programs Director, remarks that the Special Education Compliance and Procedure Manual has been based on guidelines from the State Public Charter School Authority and embedded within it is out internal procedures as a department with Nevada Virtual Academy.

Motion by Ms. Mendenhall to approve Special Education Compliance and Procedure Manuel **based on the condition that revisions are made based on legal advisor recommendations if they in compliance with other procedures and resubmit within 10 days for review.** Second by Mr. Makley. Motion passed unanimously including a vote by Mr. Miller who is absent and authorized voting by Ms. Mendenhall on his behalf.

Member	Motion	Aye	No	Abstain	Absent
Dr. Anne Mendenhall	M	x			
Mr. Mauricio Molina					x
Mrs. Samantha Morris		x			

Mr. Mark Makley	2nd		X			
Mr. Kade Miller, Esq.			X (absent vote)			X
Ms. Elizabeth McFadden			X			
Motion	Carried (X)	Not Carried ()	Vote, (A 5)	(N)	(AB)	Tabled ()

20170829-03_V-BDRPT (for possible action) Consideration and Possible Approval to the Special Education Related Services Handbook SY2017-2018

Motion by Ms. Mendenhall to approve the Special Education related Services Handbook based on the condition that revisions are made based on legal advisor recommendations and resubmit within 10 days for review. Second by Mrs. Morris. Motion passed unanimously including a vote by Mr. Miller who is absent and authorized voting by Ms. Mendenhall on his behalf.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall	M	X				
Mr. Mauricio Molina					X	
Mrs. Samantha Morris	2nd	X				
Mr. Mark Makley		X				
Mr. Kade Miller, Esq.		X (absent vote)			X	
Ms. Elizabeth McFadden		X				
Motion	Carried (X)	Not Carried ()	Vote, (A 5)	(N)	(AB)	Tabled ()

20170829-04_V-BDRPT (for possible action) Consideration and Possible Approval to the NVVA Parent/Student Handbook SY2017-2018

Motion by Ms. Mendenhall to approve the NVVA Parent/Student Handbook SY2017-2018 based on the condition that revisions are made based on legal advisor recommendations and resubmit within 10 days for review. Second by Mr. Makley. Motion passed unanimously including a vote by Mr. Miller who is absent and authorized voting by Ms. Mendenhall on his behalf.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall	M	X				
Mr. Mauricio Molina					X	
Mrs. Samantha Morris		X				
Mr. Mark Makley	2nd	X				
Mr. Kade Miller, Esq.		X (absent vote)			X	
Ms. Elizabeth McFadden		X				
Motion	Carried (X)	Not Carried ()	Vote, (A 5)	(N)	(AB)	Tabled ()

20170829-05_V-BDRPT (for possible action) Consideration and Possible Approval to the NVVA Employee Handbook SY2017-2018

Motion by Ms. Mendenhall to approve the NVVA Employee Handbook SY2017-2018 based on the condition that revisions are made based on legal advisor recommendations and resubmit within 10 days for review. Second by Mrs. Morris. Motion passed unanimously including a vote by Mr. Miller who is absent and authorized voting by Ms. Mendenhall on his behalf.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall	M	x				
Mr. Mauricio Molina					x	
Mrs. Samantha Morris	2nd	x				
Mr. Mark Makley		x				
Mr. Kade Miller, Esq.		X (absent vote)			x	
Ms. Elizabeth McFadden		x				
Motion	Carried (X)	Not Carried ()	Vote, (A 5)	(N)	(AB)	Tabled ()

20170829-06_V-BDRPT (for possible action) Consideration and Possible Approval to form and appoint board members to Governance Committee

Recommendation by Ms. Mendenhall to work with Dr. Carpenter to identify what needs to be done on the Governance Committee.

Motion by Ms. Mendenhall to approve to form and appoint board members to Governance Committee and nominate Ms. McFadden to be the chair of the Governance Committee. An additional motion by Mrs. Morris to nominate Ms. Mendenhall as interim member of the Governance Committee. Second by Mr. Makley. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall	M 1	x				
Mr. Mauricio Molina					x	
Mrs. Samantha Morris	M 2	x				
Mr. Mark Makley	2nd	x				
Mr. Kade Miller, Esq.					x	
Ms. Elizabeth McFadden		x				
Motion	Carried (X)	Not Carried ()	Vote, (A 4)	(N)	(AB)	Tabled ()

20170829-07_V-BDRPT (for possible action) Consideration and Possible Approval to send board members to CSAN Conference "2017 Nevada Charter Schools Conference.", September 21-22 in Las Vegas.

Motion by Mrs. Morris to approve sending board members to CSAN Conference "2017 Nevada Charter Schools Conference.", September 21-22 in Las Vegas. Second by Mr. Makley. Motion passes unanimously.

Member	Motion	Aye	No	Abstain	Absent	
Dr. Anne Mendenhall		x				
Mr. Mauricio Molina					x	
Mrs. Samantha Morris		x				
Mr. Mark Makley		x				
Mr. Kade Miller, Esq.					x	
Ms. Elizabeth McFadden		x				
Motion	Carried (X)	Not Carried ()	Vote, (A 4)	(N)	(AB)	Tabled ()

VI. ITEMS SCHEDULED FOR INFORMATION

School Financial Report: Paul Mazzarella, K12 Senior Director, Finance
Mr. Mazzarella presented the July 2017 financial statement report

School Credit Card Review: Samantha Morris, Secretary/Treasurer
Mrs. Morris Stated that a review of the credit card statement was conducted and that everything was in order and accounted for.

VII. CLOSING PROCEDURES

A. PUBLIC COMMENTS #2

No individual comment shall be for more than three (3) minutes. Board members may respond to comments, however no action can be taken. The Board may give direction to staff following comment.

Public comment by:

Caroline Grauberger:

I am a teacher at Nevada Virtual Academy and I wanted to make a statement in regards to the change to the teacher handbook with the PTO days. I'm actually speaking on behalf of a lot of teachers that are hear now. We were very concerned and very disappointed when we were told that we were only going to have two PTO

days. We kind of feel that some may have taken advantage of it last year, but those of us that didn't appreciate that we were commended for our hard work. And last year we worked very hard to get our test scores up. And knowing that we have weddings and family reunions and things that happen in life that don't always fall on our days off. To know that we are limited to only two is very concerning to us. We are asking that you table it for now so that everybody – all the teachers – have the opportunity to look at the proposal. Most teachers didn't even know about the board meeting and decisions are made on our behalf and we don't really have a lot of that information. So it would be nice if people were informed and information was out there and we had more information.

Unknown (did not state name)

I will second what Caroline was saying. I also would like it to be tabled as well.

Response from Board President - Anne Mendenhall:

What was your PTO last year?

Yolanda Hamilton:

Can we get the name of the last speaker?

Response from Board President - Anne Mendenhall:

Who was the last speaker? Can you state your name? Was that Nicole?

Nicole Mitchell

I was not the last speaker, but I do agree with what Caroline was saying. I guess my question is what was the decision for taking away our PTO days? Is that information available?

Response from Board President - Anne Mendenhall:

Yolanda, is that something you could speak to?

Reply to question from Board President, Anne Mendenhall - Yolanda Hamilton:

Sure, if this is the appropriate time for that? As I said during my report, towards the end of the school year, we saw a number of days being taken off by teachers – some without having substitutes available, some with classes being cancelled, and some with just consecutive days. We are here for students, and so, with the constant taking off of consecutive days definitely disrupted the flow of education for our students. So, we wanted to come up with a plan where you would have time off, in addition to the time off you get as a teacher anyway, and make sure that the needs of our students were still being met.

Nicole Mitchell

I appreciate that feedback and, I guess, can I just express my feelings? I understand that some teachers are probably taking advantage of it, but I know having taught for 8 years, a lot of us towards that end of the year, we get more of that, like, burnout. And so, I know for me, I save it for more towards the end of the year, just because that is when I need to refresh myself and reenergize myself as a teacher.

Michelle Anglesey

I also know that we have 17 weeks of black-out dates where we are not allowed to take off. I felt that for maybe some other teachers they didn't feel like they could take off during those weeks and use their PTO because it is dictated that we cannot take off. So that might be another reason there has been so many consecutive days taken off in a row because we are not allowed to take off for 17 weeks. If you look at the big picture calendar, they are blacked out.

Response from Board President - Anne Mendenhall:

Thank you very much for your comment on that.

Caroline Grauberger:

Yes, this is Caroline Grauberger again. I just wanted to state that I would never cancel class to take time off. I took time off for my 20th anniversary last year, which meant the world to me that I could do that. I had my sub lined up, I had my lesson plans ready to go, I made sure that everything was set. I don't know... maybe some teacher do that. Maybe a hand full of people do that. But is it the majority of teachers that are doing that? I would like to propose that maybe you can't take 5 days off in a row. Something along those lines. If that was the concern that so many days were being taken off, then maybe that is something that could be reconsidered or looked at, you know, that would be nice.

Michelle Anglesey

Or ensure that you get a sub. That is what they are there for and we have great subs at NVVA and I felt that when I took off for maternity leave, I had a fantastic sub who took over my class and knew exactly what they were doing. Since I don't feel like the instruction was disrupted at all because I had met with her and she had taught for a long time.

Response from Board President - Anne Mendenhall:

Thank you very much. This is helpful information.

Nicole Mitchell

Can I add one more comment? I know that we sometimes do need more than 2 days off in a row. My husband has a work trip to bring me on with him. It's a trip he earned for his 20 years of service with his company. It would break my heart if I couldn't go with him on a trip that the company is paying for because I'm told I can only use 2 days off in a row.

Response from Board President - Anne Mendenhall:

Thank you. How many PTO days were provided last year?

Michelle Anglesey

We had nine. And I used all nine of mine at the end of the year for maternity leave and I didn't take any days the rest of the school year. So we had nine.

Response from Board President - Anne Mendenhall:

OK. Then you said there were black-out days? There were several black-out weeks?

Unknown (did not state name)

Yes we get black-out days. We cannot take off for any face-2-face instruction, we can't take off for any testing, if you look at the big picture calendar, they have – its black and you can't take it off.

Response from Board President - Anne Mendenhall:

Ok. Mrs. McFadden (Board Member), for CCSD, how many PTO do you get?

Reply to question from Board President, Anne Mendenhall – Elizabeth McFadden:

It depends on how many days we took off the year before. So, we get two and if we didn't take any days off we get an extra.

Response from Board President - Anne Mendenhall:

So if you are a second year teacher, and the first year you didn't take any days, then you would get four days?

Reply to question from Board President, Anne Mendenhall – Elizabeth McFadden:

No, the first year you teach you don't get any. And then the second year they will give you two if you didn't miss any days. The next year if you didn't use those, you can roll it over gain another one.

Response from Board President - Anne Mendenhall:

Ok. But your max is four days?

Reply to question from Board President, Anne Mendenhall – Elizabeth McFadden:

Yes.

Nicole Mitchell

Sorry to barge in. This is Nicole Mitchell again. My last charter school we had eleven days of PTO time. And that is how those Charter school got such amazing teachers. The Academics oversees those charter schools and they made sure we had eleven days a year to use as we wish.

Response from Board President - Anne Mendenhall:

Ok.

Michelle Anglesey

If policies are going to get changed, this should have been discussed at the end of the school year because I know that there are several new teachers that were hired based on the policy of nine PTO days. I would hate to go back on our word for that. And a lot of us kept our jobs because we felt like that was such a great addition to NVVA.

Response from Board President - Anne Mendenhall:

Ok. Thank you. Any other comments on that or any other things you would like to talk about? (Silence) No? I appreciate everybody's candor and willingness to speak your concerns about this and we will certainly work with Yolanda and see what

these policies are and make the best decisions we can based on the constraints and parameters we have. So thank you very much.

Unknown (did not state name)

Will you let us know before you pass anything? And let the teachers know?

Response from Board President - Anne Mendenhall:

Well, we have already moved to approve the handbook that would include the PTO.

Unknown (did not state name)

What does it say exactly about the PTO?

Response from Board President - Anne Mendenhall:

Well, this is one of the conditional items that Yolanda and her team are going to go back and review. So, anyway, I'm not 100% sure how this is going to end up being worded because they are going to go back and review the PTO policy based on our legal council's advice. But we will continue to communicate with Yolanda on the best course of action and put her on communication of the policy changes to the teachers and staff. Any other comments? Yolanda, do you have any comments?

Reply to question from Board President, Anne Mendenhall - Yolanda Hamilton:

I do not have any comments.

Response from Board President - Anne Mendenhall:

Ok. Thank you. Any other comments from the public?

B. BOARD DISCUSSION - SUGGESTIONS FOR FUTURE AGENDA ITEMS:

No comment

C. ADJOURNMENT

Motion to adjourn the meeting by Ms. Mendenhall. Second by Mrs. Morris

Meeting was adjourned at 6:39 PM

The next board meeting is scheduled for September 26, 2017.