

**Minutes**  
**Arkansas Virtual Academy**  
**Board of Directors Special Meeting**  
**October 10, 2012**

**Board Members Present**

Lepaine Sharp-McHenry  
Angela Driskill  
Kevin Smith  
Cary Hiatt  
John Riggs  
Steve Bryles

**Staff Present**

Scott Sides  
Cheli Stafford

**Media Present**

None

**Guests Present**

None

**Board Members Not Present**

None

**Call to Order**

Chair, Ms. Lepaine Sharp-McHenry, called the board meeting to order at 10:04 a.m. Ms. McHenry then asked for a roll call and declared a quorum.

**Agenda Items:**

***Board Member Oath***

- Led by Ms. Sharp-McHenry, Mr. Steve Bryles took the board member oath directly from law.

***Board Member Search***

- Keeping this issue at the forefront, members of the Board were asked to forward any names of potential candidates to Mr. John Riggs for review.
- Mr. Riggs will share the names with the Board at the next quarterly meeting.

***Upcoming Meeting of Board***

- Head of School, Scott Sides, discussed the agenda items for the upcoming annual meeting of the Board.
- The meeting will be held on November 2, 2012 at 10:00 a.m.

***Achievement Gap Task Force***

- Mr. Steve Bryles stated that he would like to be a part of this. However, he is unable to commit to an additional project at this time.
- Ms. Cary Hiatt asked for a few more details and determined that she would be willing to volunteer on the task force on behalf of the Board.

***Board Approval By Written Consent***

- Mr. Sides stated that ARVA is currently reviewing policies in preparation for the On-Site Standards audit in November.
- Mr. Sides informed the Board that there were two items that would be sent for Board review. After discussion it was decided that the documents needed for review would be sent via email along with a survey link where Board member approval or disapproval would be collected in

accordance with the By-Laws of Arkansas Virtual Academy, section 3.4.8, entitled *Action by Written Consent*.

- For future policy changes, it was suggested that a few members of the Board would first evaluate proposed changes and make recommendations on behalf of the Board prior to a full approval.
- The ad hoc committee of Mr. John Riggs and Mr. Kevin Smith will review future changes or additions in policy prior to submission to the full Board for approval.

With no further business to discuss, the meeting adjourned at 10:25 a.m.

## ADDENDUM

On October 11, 2012, the ARVA Board of Directors received two policies for review to be approved or disapproved in accordance with the By-Laws of Arkansas Virtual Academy, section 3.4.8, entitled *Action by Written Consent*.

Two policies were sent for review after, first, receiving the recommendation of the Board's ad hoc Policy Review Committee consisting of John Riggs and Kevin Williams. The two policies submitted for review included the proposed *Purchase of Commodities* policy and the official engagement letter for audit services to be provided through Thomas & Thomas. Both items were approved by the Board's Policy Review Committee.

The *Purchase of Commodities* was sent via email to the ARVA Board of Directors who unanimously approved.

The audit engagement letter was sent via email to the ARVA Board of Directors who unanimously approved engaging Thomas & Thomas to conduct the school's annual audit.