

**Minutes  
Arkansas Virtual Academy  
Board of Directors Special Meeting  
December 12, 2012**

**Board Members Present**

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

**Staff Present**

Scott Sides  
Lisa Williams  
Cheli Stafford

**Media Present**

None

**Guests Present**

Randy Milligan, Thomas &  
Thomas  
Nathan Poston, Thomas &  
Thomas

**Board Members Not Present**

Steve Bryles

**Call to Order**

Chair, Ms. Lepaine Sharp-McHenry, called the board meeting to order at 4:05 p.m. Ms. Sharp-McHenry then asked for a roll call and declared a quorum.

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| <p><b>MOTION:</b> by Mr. John Riggs to approve the minutes from the 11/02/2012 meeting as written. Dr. Angela Driskill seconded the motion. Motion carried.</p> |
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**Board Chair's Report:**

***Board Member Training***

- Ms. Sharp-McHenry reminded Board members to complete their required annual training by the end of December.
- A few members are working to meet this requirement. The last day to complete online training is December 17<sup>th</sup>.

***Board Retreat***

- Ms. Sharp-McHenry believes the Board would benefit from a board retreat.
- The dates of April 19-20 or May 24-25 were discussed as potential board retreat opportunities. The group determined that the dates in April would be the best.
- A facilitator for this training has yet to be determined. Board members were asked to send an email to Ms. Sharp-McHenry with any suggestions for a facilitator of this meeting.

## **Action Agenda Items:**

### ***Fiscal Year 2012 Financial Audit***

- Randy Milligan with Thomas and Thomas CPAs explained the regulatory basis of accounting used during the audit process as mandated by the Arkansas Department of Education, Division of Legislative Audit.
- Mr. Milligan reviewed the full audit report for the Board. No findings were noted.
- Mr. Riggs asked Mr. Milligan about a previous discussion regarding a financial audit process board training requirement. Mr. Milligan deferred this topic to Mr. Scott Sides, Head of School.
- Mr. Sides responded that there is a requirement, and it is built into the six (6) hours of required board training each year and would be provided by the Arkansas Public School Resource Center (APSRC).

**MOTION:** by Mr. Riggs to accept the Fiscal Year 2012 audit report as presented. Ms. Cary Hiatt seconded the motion. Motion carried.

### ***Arkansas Comprehensive School Improvement Plan (ACSIP)***

- There are three ACSIP plans, District, Elementary (K-6) and Junior High (7-8).
- Mr. Scott Sides, Head of School, explained to the Board how funds were budgeted in each ACSIP plan and how they were entered into the Arkansas Public School Computer Network (APSCN).
- Discussion continued about the impending purchase of a smart pen (Echo vs. Sky) to improve student achievement and gain valuable corrective feedback. Although the final product will not be the most technologically advanced smart pen, it is the one that makes most sense for our school and its families at this time.
- The purchase of the smart pen will absorb a large portion of our Title I funds as indicated by the design described in the ACSIP.

**MOTION:** by Mr. Riggs to accept the ACSIP as presented. Dr. Driskill seconded the motion. Motion carried.

## **Head of School's Report**

### ***Fiscal Year 2013 Budget Review***

- Mr. Sides reviewed the current expenditures of the school for the Board, detailing the budget vs actual financial position.
- Student growth and declining enrollment funds were introduced as potential revenue and expenditure sources for this year and going forward. Based on advice received from a division of the ADE, the school reduced its operating expenditures at the end of FY12 which allowed for an increase in budgeted revenue (cash on hand) in Title VI-B.
- Mr. Riggs asked if this move could potentially harm the school when taking into consideration federal expenditure guidelines and limitations. Director of Operations, Ms. Cheli Stafford, responded that the entire budgeted amount including carryover would most likely be spent by the end of the fiscal year based on Fiscal 2012 special education expenditures. The loss of funds scenario is unlikely.

### ***Accountability Status & Metrics Tracking***

- Mr. Sides described for the Board the school's accountability status and what the highest priorities are.
- The school has a measurement in place to determine how students have performed on benchmarks over the last few years.
- Academic Administrator, Ms. Lisa Williams, discussed the plans in place to track and assist students through corrective feedback and other methods designed to help increase achievement especially in math.
- Mr. Sides presented the Metrics Tracking document to the Board and explained how it is being used to track how each teacher's classroom is doing.

### ***On-Site Standards for Accreditation***

- The on-site review occurred on November 15, 2012, and the committee has 30 days to report its findings. There are expected to be some policy revisions which will go to the Board policy committee for review before presentation to the full board.
- One item that was noted during the audit review was the school's obligation to publish its annual report to the public in a statewide publication by the deadline each year. This must be accomplished by November 15<sup>th</sup> each year.
- Mr. Sides reported that the biggest challenge will be the Uniform Grading Scale piece for secondary core subjects. It was suggested that there are at least two options. First, go before the State Board of Education (SBE) and ask for a waiver from Uniform Grading Scale for grades 7-8. Second, develop a grading scale to begin using next school year.
- After the Board discussed these options, all members present agreed that a grading scale would need to be developed as soon as timelines are received from the Standards Unit. This is not a project to bring before the SBE.

### ***Statement of Financial Interest***

- Mr. Sides will send the Statement of Financial Interest form to each member of the Board along with information on how to complete the form and file it.
- The deadline to file the statement is January 31, 2013.

### ***Board Member Search***

- This effort is ongoing by co-chairs of the Board member search committee, Mr. John Riggs and Dr. Angela Driskill. Mr. Riggs stated that he has had three refusals. He added that there seemed to be no general interest from those individuals or they were too busy. He suggested that the Board continue to focus on parent members.
- Mr. Riggs will focus on members from the community, while Dr. Driskill focuses on ARVA parents to add to the Board roster.
- As potential candidates are identified, names will be presented to the Board for consideration.