



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.

December 05, 2016, Regular Board Meeting Minutes

Board Members Present		Board Members Absent	Others in Attendance
Dr. Steve Moody	Sara Struhs	Annie Blackburn	Chris Withrow, Executive Director
Brenda Robertson	Cathy Zambrano		Dr. Joel Medley, Head of School
Sarah Waltman			Karen Ghidotti, Dan Jette, Tom Bolvin, John Kramer, K12
			Jason Deans, Dee Stewart

I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 5:00 pm. Before conducting business, a roll call was taken by the Executive Director to ensure that a quorum of the board existed.

Before moving through the meeting's agenda items, the board's mission was read to help drive the actions and deliberations.

ACTION: Sara Struhs made a motion to adopt the agenda as presented and approve the meeting minutes; it was seconded by Brenda Robertson. The motion passed unanimously and the agenda was adopted.

II. COMMUNICATIONS:

No requests for a public comment were received.

III. CONSENT ITEMS:

IV. DISCUSSION ITEMS:

- a. Government Affairs Update – Mr. Dee Stewart, Executive Director, Public School Options [PSO], NC Chapter delivered an update of the group’s activities. This year the organization has focused on growing membership by hosting Parent Meetings in Greensboro, Wilmington, Raleigh/Durham and Charlotte.

The organizations efforts are focused on helping NCVA grow and educating the General Assembly regarding the positives of the virtual option and policy which fosters it to continue.

The organization hosted a “Capital Day” which brought together families from around the state which visited with members of the General Assembly whereby applying a personal approach to educating the members.

The PSO submits monthly OpEd’s and articles to local newspapers.

Plans for 2017 include continued growth, governmental outreach, Capital Day, third party outreach, and public education via OpEd’s.

- b. HOS update focused on student enrollment (high school is about to re-open due to the start of the second semester), student demographics, and a comparison of the withdrawal rate from the 2nd month with last year. The withdrawal rate is lower by 17 students. A short time was also spent on the 4th Pulse Check that was completed – the school’s satisfaction scores went up 4% points while the number of families requesting contact by the school decreased. The top two reasons for a call-back contact were computer-related issues or lesson/course material struggles.
 - i. Dr. Medley explained a letter that was sent to families due to questions coming in about the Virtual Charter School Report that was recently in the news. He focused on the withdrawal rate comparison with other online schools and academics compared to other first or second year schools. The board chair asked that the letter would be shared with all board members.
 - ii. He also shared some recent data based on semester exams regarding projections for the high school End of Course tests that will be given in January. If the projections hold, the school would see an increase in Math 1 and Biology with a slight decrease in English 2 (which would still be above the State average). More than 10% of the students are considered “bubble” students in each of those classes. The projections were based on calculations in the semester exams – with State proficiency averaging around 60%, any student that exceeded 70% on the semester exams was projected to be meeting the State standard. The board was reminded these are projections but do offer some positive news in that we may be demonstrating growth in our students.
- c. Revisions to the Parent/Student handbook for the second semester were presented by the Head of School. These modifications were color coded

and shared with board in advance. The changes included: (1) changing the name of the Test Coordinator who had not been hired when approved during the summer; (2) adding language to comply with Title IX; (3) applying the late-work policy school-wide; and (4) being specific regarding upper level math placement guidelines. No questions were asked after this information was presented.

- d. Mrs. Cathy Zambrano provided an update of the Finance Committee Meeting. She stated the local commission accepted our Audit Report, our IRS Form 990 is being prepared and Banyon is preparing the IRS Form 5500. She noted our expenses are trending as expected and the committee will recommend paying off our \$50,000 escrow loan when we receive an invoice for it. The committee is recommending the approval of our November invoice.
- e. Dr. Moody led a brief discussion with the members regarding appropriating \$30,000 from our bonus line item to offer a bonus to the staff. There was consensus to offer gift cards and on the spot bonus.

V. ACTION ITEMS:

- a. Bonus – Dr. Moody made a motion to appropriate \$30,000 from our bonus line item in our budget and offer a bonus in the following manner:
 - Give \$75 Amazon gift cards to the staff for Christmas
 - Give \$75 Amazon gift cards to the staff at Teacher Appreciation
 - The remaining funds would be used for “On-The-Spot” bonus as determined by the administrative team
 - Dr. Medley to provide a quarterly report of how the “On-The-Spot” bonus was distributed

ACTION: The motion was seconded by Sara Struhs. The motion passed unanimously.

- b. Invoice

ACTION: Cathy Zambrano moved to approve the November invoice; the motion was seconded by Dr. Steve Moody. The motion passed unanimously.

- c. Parent/Student Handbook

ACTION: Sarah Waltman moved to approve the edits in the Parent/Student Handbook; the motion was seconded by Brenda Robertson. The motion passed unanimously.

VI. ADJOURNMENT

Motion was made to adjourn the meeting by Brenda Robertson and properly seconded by Sara Struhs. The motion passed unanimously. With the completion of all agenda items and no new business items, the meeting was adjourned.