



*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.*

## July 15, 2015 Special Board Meeting Approved Minutes

Board Members Present		Board Members Absent	Others in Attendance
Chris Withrow	Steve Moody		Joel Medley – Head of School
Dr. Richard Wallace	Sarah Waltman		John Kramer – K12 Finance
Catherine Zambrano	Brad Howard		
Brenda Robertson	Diana Freeman		
Sarah Struhs			

### I. CALL TO ORDER

The meeting was called to order by Chris Withrow 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. As a special meeting, only topics on the agenda may be discussed.

**ACTION:** Steve Moody moved to approve the agenda as presented/revised, and that motion was seconded by Diana Freeman. The motion passed unanimously.

The meeting minutes from the June 8 and July 6 board meetings were presented for review and adoption by the board. No necessary changes were noted.

**ACTION:** Mr. Moody moved to approve the minutes as presented, and that motion was seconded by Brenda Robertson. The motion passed unanimously.

The mission statement of the NC Virtual Academy (NCVA) was read as a reminder for why the board performs its work and guide decision-making. As a special meeting, no time for public comments was placed on the agenda and no requests to address the board were forwarded for consideration.

### II. CONSENT AGENDA:

The consent includes items related to teacher hiring and was presented by the Head of School for board approval. Consent items are routine matters that are approved by the Board in one motion. Since no board member requested removal of any components from the consent agenda, no discussion occurred prior to voting.

The following teachers were recommended for hiring:

- *Elementary* – Brown, Chaney, Miller, Ybarra
- *Middle* – Hunter, A. Jones, R. Jones, Martin, Raybon, Shepherd
- *High* – Robertson, Skipper
- *Exceptional Children* – Claudio, Reynolds

The following school documents were recommended for revision:

- Teacher contracts
- Critical days policy
- Parent and Student handbook

**ACTION:** Ms. Freeman moved to approve the consent agenda items as presented by the Head of School. These items included teacher hires and school documents. That motion was seconded by Sara Struhs. The motion passed unanimously.

### III. ACTION ITEMS

#### a. **Budget approval**

- The budget was presented to the board for consideration and approval so that information could be forwarded to the Department of Public Instruction ahead of the July 24 deadline. John Kramer, the Southern Region finance manager for K12, was on the phone to answer any questions. An Excel spreadsheet contained all of the assumptions upon which the budget was constructed and the PDF outlined the budget which included a breakdown of specific K12 charges and anticipated expenditures.
- Some discussion occurred around the bottom line of the budget and a surplus projected of nearly \$165,000. A large portion of this is the projected surplus is 1.5% fund balance as part of the services agreement, leaving approximately \$34,000 in net surplus.

**ACTION:** Mr. Moody moved to approve the budget as submitted. That motion was seconded by Rick Wallace. The motion passed unanimously.

#### b. **Benefits package approval**

- At the meeting June 8, 2015, Banyan Consulting was selected as the broker and, now, has presented a formal package for consideration – 2 options by United Health Care (UHC) and 2 by Blue Cross Blue Shield (BCBS). After reviewing the documentation, staff recommends the second BCBS. This recommendation is due to payment structure for the employee, similarity with the State health plan, and its lower out-of-pocket maximums for the teachers.
- For other benefits, including dental, vision, AD&D, short and long-term disability, the recommended option was Mutual of Omaha due to its cost structure. The AD&D as well as disability benefits are some of best provided, and the board cannot,

unfortunately, pick certain benefits from one company and others from another. The package must be taken as a whole.

- ❖ The dental and vision would be an employee opt-in and self-payment for these benefits.
- ❖ The AD&D and short/long term disability would be covered by the board as a part of the benefits.
- The board discussed when the plan should be offered and 30 days after employment seemed to be the intent, with a target date of September 1. One board member commented that similarity to the State is highly recommended and supports the recommendation. Another board member asked regarding if this would cover the teachers alone or anyone else. This plan is for those employed by the nonprofit board that holds the charter – teachers and the Executive Director.

**ACTION:** Mr. Moody moved to approve the recommendation for BCBS and Mutual of Omaha options. That motion was seconded by Ms. Freeman. The motion passed unanimously.

**c. Retirement broker recommendation**

- Two organizations were presented to the board for consideration of offering retirement benefits to staff – Steward Wealth Strategies and Fry Financial Consulting. Their proposals were reviewed by staff who recommended the selection of Fry Financial due to the cost structure and relationship with Banyan Consulting (the health plan broker for the school).
- As far as timing, employees could start contributing to this basic 401(k) structure from the first date of employment; however the board would start its 3% matching contribution after three months of employment. In a sense, this provides a probationary period.

**ACTION:** Mr. Moody made a motion to move toward Fry Financial with a 3 month waiting period before the match begins. That motion was seconded by Ms. Struhs. The motion passed unanimously.

**d. August board meeting date change**

- The head of school requested that the board look at their calendar to change the board meeting date from the 1<sup>st</sup> Monday to the 2<sup>nd</sup> Monday to coincide with face to face PD for the teachers. This change would permit board members to travel to Durham to meet their teachers and be able to meet one another. For those that may not be able to travel, the utilization of technology would still be a way to ensure a quorum.
- Several board members indicated that they supported this idea but would not be able to make the drive to the Durham offices.
- The Head of School will send out the specific information about the meeting location as well as call-in capability.
- A question was posed about the school facility and its readiness. The head of school mentioned that the facility is open; however, it

lacks furniture and internet. With the targeted move in date of next Wednesday, the office should be fully functional by then. Documentation has been submitted to the Office of Charter Schools to start the flow of funds, and the administration is awaiting their response.

**ACTION:** Ms. Struhs moved to move the board meeting from the first Monday of August to the second Monday in order to coincide with the face to face professional development with the teachers. That motion was seconded by Mr. Moody. The motion passed unanimously.

**e. Teacher and FAST team position**

- The Head of School presented a situation to that board that requires approval. Per the executed Services Agreement, a non-hiring and non-solicitation clause exists between K12 and the NC Learns, Inc. board. A current and approved member of the NCVA possesses vital virtual education and engagement program experience for this special position, through K12, that would only serve NCVA students. It would be easier to find a 1<sup>st</sup> grade teacher rather than someone for the FAST program. The Head of School wanted to share this with the board to gain their permission to discuss the possibility with this teacher; and, if they agreed, the board would waive the penalty aspect.
- Several members expressed their support for this move due to the technical nature of the position and that an ideal candidate is currently employed by the board.
- A question was asked about the number of teachers remaining to be hired and whether or not it was feasible to find a new elementary teacher on such short notice. The head of school shared that two special education teachers were remaining and that many elementary candidates had been interviewed previously, so an applicant pool does already exist.

**ACTION:** Ms. Struhs moved to direct the Head of School to move forward with speaking to the NCVA employee for this FAST position. That motion was seconded by Ms. Freeman. The motion passed unanimously.

**IV. ADJOURNMENT**

Before adjourning, the chair inquired about bios being submitted so that they can get up on the website. Upon conclusion of the special meeting agenda, and as no other items are permitted to be discussed, a motion was made to adjourn the meeting and it was properly seconded. The meeting was adjourned at 553pm.