



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.

September 12, 2016, Regular Board Meeting Minutes

Board Members Present		Board Members Absent	Others in Attendance
Dr. Steve Moody	Sara Struhs		Chris Withrow, Executive Director
Brenda Robertson	Cathy Zambrano		Dr. Joel Medley, Head of School
Dr. Diana Freeman	Sara Struhs		John Kramer, K12
			Dan Jetta K12
			Kristin Contreras

I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 5:03 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: Brenda Robertson made a motion to adopt the agenda as presented and approve the meeting minutes; it was seconded by Dr. Diana Freeman. The motion passed unanimously and the agenda was adopted.

II. COMMUNICATIONS:

No requests for a public comment were received.

III. CONSENT ITEMS:

- a. Personnel Recommendations
- b. Memorandum of Consent

ACTION: Sara Struhs made a motion to approve the consent items as presented, and it was seconded by Cathy Zambrano. The motion passed unanimously and the agenda was adopted.

IV. DISCUSSION ITEMS:

- a. Family Academic Support Team [FAST] - Mrs. Kristin Contreras provided an update regarding our FAST program. She shared that our program provides several areas of support to our families including orientation, login support, learning coach training, and onboarding. She shared various metrics for the supports which showed that the team was meeting or exceeding projected target goals.
- b. HOS Update and Services Agreement – Dr. Joel Medley
 - i. HOS Update – the update primarily focused on enrollment and the demographic breakdown of the school. When compared to last year, NCVA has a smaller number of males and children from homeschool. A few details were shared with the board regarding the attendance at the recently-offered BOG assessment. Finally, results from the Pulse Checks of families were presented; and for a second year school, the results were strong. NCVA had significant increases over last year and was in the top tier of schools for both the satisfaction and preparation ratings. These scores improved based upon the work done by the FAST team under our Strong Start initiative for families.
 - ii. Service Agreement – the required statutory language was missing only from one document reviewed during the audit -- the Services Agreement submitted in the charter application. This document had been approved by the State Board of Education and was somehow missed. An amendment was offered in order to add that language into section 22.
- c. Mrs. Cathy Zambrano conducted the finance committee report. She reviewed the invoices highlighting the majority of our expenses were related to materials for the beginning of school. We have a disbursement from NCDPI after the books closed for our previous academic school year, and they were deposited into our general fund. Our benefits provider worked with our staff to enable them to better understand our new benefits. Mrs. Zambrano is recommending the board approve the invoice.
- d. Dr. Moody shared with the board a recommendation for the addition of a new board member. He recommends Mrs. Duncan for approval.
- e. Dr. Moody asked the board members what they believe the next step in the process for consideration of the bonus plan; the board was unanimous that further conversation should be held at an in-person meeting.
- f. Dr. Moody shared a proposed board calendar for the 2016/2017 school year. He further directed the Executive Director to work with members to settle on dates for in-person meetings.

V. ACTION ITEMS:

a. Approval of Invoices

ACTION: Cathy Zambrano moved to approve the invoices submitted; the motion was seconded by Sara Stuhs. The motion passed unanimously.

b. Services Agreement

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

c. Services Agreement

ACTION: Dr. Steve Moody moved to approve Mrs. Duncan as a new board member; the motion was seconded by Dr. Diana Freeman. The motion passed unanimously.

VI. ADJOURNMENT

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