



*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.*

## October 03, 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 Waltman		John Kramer, K12
Anne Blackburn			Dan Jetta K12
			Karen Ghidotti
			Phyllis Pearson, Kristin Conner

### I. CALL TO ORDER

Dr. Steve Moody called the meeting to order at 5:05 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 and conflict of interest statement was read to help drive the actions and deliberations.

**ACTION:** Dr. Diana Freeman made a motion to adopt the agenda and meeting minutes as presented; it was seconded by Sara Struhs. The motion passed unanimously and the agenda was adopted.

### II. COMMUNICATIONS:

No requests for a public comment were received.

### III. CONSENT ITEMS:

Personnel Recommendation

**ACTION:** Sara Struhs made a motion to approve the personnel recommendation as presented, and it was seconded by Dr. Diana Freeman. The motion passed unanimously and the agenda was adopted.

DISCUSSION ITEMS:

- a. Audit Report – Mrs. Pearson presented an overview of the financial audit for the 2015/2016 school year. She explained the responsibilities of each party involved and the documents reviewed utilizing the Generally Accepted Accounting Principles [GAAP]. In the opinion of the audit team, NC Learns, Inc. received an Unmodified Opinion, which means the accounting of our school was fully compliant with all laws and standards. Further, this is the highest certification they can award.
- b. Operations Manual and Employee Handbook – Dr. Medley explained that modification to the Operations Manual were withheld until the audit was completed. In the event that suggestions were provided during the audit, they could be amended all at the same time. Also, K12 offered an Employee Manual with that included some redundancy from the Operations Manual but it afforded another opportunity to get out this valuable information to staff.
- c. HOS Update – Dr. Medley talked the board through the enrollment of the school that included strong wait lists at the middle and high school levels. Also, details regarding the regional outings and grade level town-hall events were shared. The school administration is preparing for the upcoming Academic Committee and the school has received the Beginning of Grade assessment results. The second Pulse Check had been received and those results were shared with the board. While a dip did occur in the middle school Satisfaction rating, the high school numbers continued to climb. NCVA was still above the K12 averages for both Satisfaction and Preparation. Dr. Medley examined the two other second year schools that have partnered with K12, and NCVA outperformed both of them significantly. These ratings, he believed, were due to the hard work of the FAST team and teachers in the Strong Start onboarding that was shared at the prior monthly meeting.
- d. Dr. Steve Moody presented an overview of the Finance Committee Meeting for the month. The committee reviewed the audit report and the September invoice. The committee is recommending the board approve the September invoice.

IV. ACTION ITEMS:

- a. Approval of Invoice

**ACTION:** Dr. Steve Moody moved to approve the invoice submitted; the motion was seconded by Sarah Waltman. The motion passed unanimously.

- b. Employee Handbook and Operations Manual

**ACTION:** Sarah Waltman moved to approve the handbook and manual; the motion was seconded by Dr. Diana Freeman. The motion passed unanimously.

c. Audit

**ACTION:** Dr. Steve Moody moved to approve the Audit; the motion was seconded by Sara Struhs. The motion passed unanimously.

V. ADJOURNMENT

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