



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 30, 2015 Special Board Meeting Approved Minutes

Board Members Present		Board Members Absent	Others in Attendance
Chris Withrow	Steve Moody	Sarah Struhs	Joel Medley – Head of School
Dr. Richard Wallace	Diana Freeman	Sarah Waltman	Marcia Simmons – AA for middle and high school
Brenda Robertson	Brad Howard	Cathy Zambrano	

I. CALL TO ORDER

The meeting was called to order by Chris Withrow at 504pm, and a roll call was taken to determine if a quorum of the board was present.

The meeting agenda was reviewed and a motion was made by the board chair to move the Pay Schedule from Action to Consent. The motion was properly seconded by Brenda Robertson to make this adjustment and it was fully adopted. As a special meeting, only topics on the agenda may be discussed.

ACTION: Diana Freeman moved to approve the agenda as modified, and that motion was seconded by Rick Wallace. 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.

a. The following teachers were recommended for hiring:

- *Elementary* – Gamble, Hudson, Johnson
- *Middle:* Malkiewicz, Parnell, Watkins
- *High:* Rhine, Tijerina

- *Exceptional Children* – Derr, Franz, Register
- b. The Pay Schedule was originally planned for the 1st and 15th of the month; however, the financial organization has recommended a shift to the 5th and 20th of the month to capture holidays or weekends that could fall on the 1st.

ACTION: Ms. Freeman moved to approve the consent agenda items as presented by the Head of School. These items included teacher hires and modification of the pay schedule. That motion was seconded by Brad Howard. The motion passed unanimously.

III. ACTION ITEMS

a. **Retirement Vestment Schedule:**

- i. At the previous board meeting, Fry Financial was selected as the retirement entity. In discussions following, the board needed to determine the vestment schedule. Vestment determines when an employee could receive the board's match for retirement.
- ii. To serve as an incentive for teachers to stay with the school and afford some protection to the board's finances, staff offered the following recommendation: a three year vestment strategy that works as follow:
 1. Leave after first year (not vested) – employee receives their retirement contributions but not the school's match
 2. Leave after second year (partially vested) – employee receives their retirement contributions and 50% of the school's match
 3. Leave after third year (fully vested) – employee receives their retirement contributions and 100% of the school's match.

ACTION: Mr. Moody moved to approve the vestment proposal as recommended. That motion was seconded by Brenda Robertson. The motion passed unanimously.

IV. INFORMATION: in following with services agreement and the employee handbook, the Head of School shared an employment decision that was made. A licensure issue arose with a candidate that the board voted to extend an offer of employment, and that candidate would not have the necessary licensure by the required statutory timeframe. Thus, after discussion with the board chair as detailed in the handbook, the candidate was notified that employment was not possible with NCVA. In continuing to follow the handbook, that information was shared with the full board.

V. ADJOURNMENT

Upon conclusion of the special meeting agenda, and as no other items are permitted to be discussed, a motion was made to adjourn the special meeting by Mr. Moody and it was properly seconded by Dr. Wallace. The motion passed unanimously, and the meeting was adjourned at 521pm.