



Approved October 24, 2018

North Carolina for Quality Virtual Education, Inc.
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING
Thursday, September 27, 2018 at 5:00 p.m.

Held at the following location and via teleconference:

2800 Meridian Parkway, Ste. #150
Durham, NC 27713

Held via teleconference 1-800-503-2899, Access Code 695-1255#

I. Call to Order

Ms. Phifer called the meeting to order at 5:00 pm when all Board Members were present and able to hear each another.

II. Roll Call

Board Members Present: Bridget Phifer, Board Chair (in person); Leland Davis (in person); Jenene Seymour (via phone); Dr. James Davis (via phone)

Guests Present: Nathan Currie, Superintendent (via phone); Natasha Miller, Board Relations Coordinator (in person); Donna Rascoe, Board Counsel, (in person at 5:25 p.m.); Charles Baldwin, Consultant (in person at 5:25 p.m.); Tonya Bass, Consultant (in person at 5:30 p.m.); Temple Crutchfield, Director Student Services (via phone); GeRita Walden, K-5 Principal (via phone); Christina Robinson, HS Principal (via phone); Brenda Little POBL, (via phone)

III. Welcoming And On-boarding of newly assigned Board Member Mr. Leland Davis

Discussion of Mr. Leland Davis will take place in Closed Session and appointment will occur in open session.

IV. Public Comment

There were no public comments at this time.

V. Routine Business

a) Approval of Agenda

Ms. Phifer requested a motion to move Oral Report ahead of Closed Session items due to the timing of the meeting as to not impede on and respect the time of those who are presenting oral reports. A motion was made by Dr. James Davis to move oral reports before Closed Session, and seconded by Jenene Davis. All in Favor.

Motion passed unanimously.

VI. Closed Session

The Board entered into Closed Session at 6:25 p.m., upon a motion being made by Jenene Seymour seconded by Leland Davis and confirmed via roll call of all Board members present, pursuant to North Carolina General

§143-318.11(a) (3) – To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

§143-318.11(a)(6) – To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Board members in attendance were: Bridget Phifer, Jenene Seymour and James Davis. Guests invited by the Board were: Nathan Currie, Superintendent, Natasha Miller, Board Relations Coordinator and Ms. Donna Rascoe, Board Counsel. All others left the meeting at this time. Board member Mr. Leland Davis returned as well as consultants Charles Baldwin and Tonya Bass.

The Board ended Closed Session and entered into Open Session at 8:30 p.m., upon a motion being made by Leland Davis seconded by Jenene Seymour.

VII. Approval of Action (s) Necessary Based on Closed Session

Ms. Phifer reminded the Board of the discussions held during Closed Session. There being no further discussion, a motion was made by Board Chair Bridget Phifer and seconded by Jenene Seymour to affirm newly appointed Board Member Leland Davis.

RESOLVED, that Board has elected Mr. Leland Davis as a Board Member.

A motion for Board Chair to be the sole signer for checks addressed to Simon-Crair Group, CPA's was made by Bridget Phifer seconded by Leland Davis.

RESOLVED, that the approval for Board Chair, Bridget Phifer to be the sole signer for checks only for the Simon-Crair Group, CPA's.

Motions Passed unanimously.

VIII. Oral Reports

a) Board Chair Report – B. Phifer

Ms. Phifer thanked the Board for their attendance and reminded and recited the mission of NCCA. The Board took part in answering 3 questions put forth by Ms. Phifer on what are the Board's Priority, Barriers and what is the next step. The Board would like a creation of a cohesive plan exploring consultants to bring the Board together. Ms. Phifer indicated there are on-line modules available through Board Governance such as "Leader's Building Leaders". Ms. Phifer will send information to the Board on trainings and deadlines.

i. Check Signatures – B. Phifer

Ms. Phifer states that the policy on signing checks that are over a specific amount requires 2 signatures and currently this Board is not supported by a treasurer. Therefore, Ms. Phifer made a motion to be the sole signer only for checks that are made out to consultants of the Simon-Crair Group, CPA's.

b) Superintendent Report – N. Currie

Mr. Currie will be send out invites to the Strategic Planning Session of the Office of Charter School Advisory Board that will take place on Monday, October 8, 2018. He along with the 3 Principals will be in attendance representing NCCA.

i. Testing Updates/Principal Report – G Walden

Principal Walden, presented an overview of K-5 testing focus to increase student proficiency and will look into more families to participate. A review of testing dates and windows has provided on the calendar for the 18-19 school year. Student testing was completed before the hurricane. There are staffing challenges. The 1st K5 face to face takes place on 9/28/18 and the NCCA office.

ii. High School Updates - C. Robinson

Principal Robinson thanked the Board for their approval of the Block Schedule for the 2018-2019 school year and reports that high school is fully staffed with 8 new teachers and 2 from the counseling team to assist with teacher load. Additionally, enrollment for HS students is currently at 1100. There will be a HS orientation course for new enrollees. There will be 2 live lesson professional developments with teachers. Master connect implementation to occur in October.

iii. EC Updates – T. Crutchfield

EC Director Ms. Crutchfield report that there is currently 326 students receiving services and to have a goal of 100% of EC case managers participate in face to face instructional events, student service department case managers will review physical files quarterly and she will review electronic file weekly. Staff Flex schedule once weekly to support students. Monthly professional development action for general and special educators.

c) Financial Report – B. Little

i. Financial Dashboard Review

Ms. Little indicated to the Board that Dashboard is included in the Board meeting materials and reviewed. Additionally, Ms. Little inquired about NCCA having a Treasurer and that it should be noted in the minutes.

ii. Monthly Cash Flow

Ms. Little reviewed the Monthly Cash Flow Update as included in the Board meeting materials.

iii. July/August and Summer School Invoice(s) Update

As this item was being reviewed by Ms. Little, the Board states that approval is pending upon consultant's report.

iv. Financial Consultant Presentation – C. Baldwin

Consultants Charles Baldwin and Tonya Bass has indicated that the statements need to be more understandable. They are still waiting for information from financial in order to complete their report. Mr. Baldwin stated that perhaps there needs to be another conversation held with Connections Education regarding receiving hard copies of school financial information regarding pass through and payroll. They have stated that the monthly reports should be part of the google drive and currently they are not.

IX. **Consent Item (s)**

- a) Approval of Minutes of the August 23, 2018 Board Meeting - **Approved**
- b) Approval of Minutes of the September 7, 2018 Special Board Meeting - **Approved**
- c) Approval of Staffing Report – **Tabled**
- d) Approval of CA of North Carolina, LLC Invoices for July/Aug. and Summer Sch. – **Pending Consultant Rpt.**
- e) Approval of Revision(s) to the NCCA Student Handbook language - **Approved**

X. Action Items

- a) 2018-2019 Bonus Structure – Tabled, Leadership Team/School Improvement Team working on it.
- b) Policy 101—Policy Review - Tabled
- c) Policy 102—Board Delegation - Tabled
- d) Policy 103—Code of Ethics - Tabled
- e) Policy 104—Conflict of Interest - Tabled
- f) Policy 105—Board Meetings - Tabled
- g) Policy 600—Equal Employment Opportunity - Tabled
- h) Policy 601—Bullying and Harassment - Tabled
- i) Board Member Reimbursement Policy – Tabled, as it is currently under revision.

XI. Information Items

- a) School Employee Handbook – Detailed for review
- b) Facility Approval
Notification from the Office of Charter Schools for the relocation of NCCA has been authorized, as included in the Board meeting material.

XII. Adjournment and Confirmation of next meeting, Thursday, October 25, 2018 at 5:00 p.m.

Ms. Phifer noted that the Board was at the end of its agenda. With no further business to discuss, the meeting was adjourned at 9:00 p.m.