



**APPROVED 9/22/2016**

North Carolina Connections Academy  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Thursday, August 25, 2016 at 9:00 a.m.

**Held at the following location and via teleconference:**  
2700 Meridian Parkway, Suite 300  
Durham, NC 27713

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**I. Call to Order**

Dr. Setser called the meeting to order at 9:05 a.m. when all participants were present and able to hear each other. The meeting location was open for the public to attend.

**II. Roll Call**

Board Members Present: Bryan Setser, Eric Strother, Donna Sullivan and Kristin Cuilla (via phone);

Board Members Absent: Russell Jones;

Guests Present: Nathan Currie, School leader (in person); Peter Robertson, Melissa Nelson, Jay W. Ragley, Karen Duquette, Brenda Little, Shon Hocker, Heather Woodward and Laura Coleman, Connections staff (all via phone)

**III. Review and Consideration of Potential Board Member(s)**

Board members discussed the current Board composition; the qualifications of the Board member candidates included in the Board materials and the Board's previously discussed preferences regarding candidate qualifications. Board members had brief discussion on Ms. Edmonds' and Ms. Phifer's candidacies and the recent resignation from Mr. Jones. Board members expressed their desire to appoint Ms. Edmonds and Ms. Phifer to the Board, pending successful background check completions. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Ms. Edmonds and Ms. Phifer as a Board Members of North Carolina for Quality Virtual Education, pending successful background check completions, as discussed, is hereby approved.

FURTHER RESOLVED, the resignation of Mr. Jones, effective immediately, as discussed, is hereby accepted.

The motions passed unanimously.

**IV. Public Comment**

There were no public comments at this time.

## V. Routine Business

### a. Approval of Agenda

Dr. Setser asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 25, 2016 Meeting of the Board of Directors of the North Carolina Connections Academy, as presented, is hereby approved.

The motion passed unanimously.

## VI. Oral Reports

### a. Principal's Report

#### i. Back to School Activities, Staffing and Training Update

Mr. Currie discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. He also updated the Board on staffing and training efforts.

#### ii. Enrollment Update

Mr. Currie reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications.

#### iii. CA Leadership Summer Retreat Update

Mr. Currie discussed the recent CA Leadership Retreat, held annually in Baltimore. He reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities for her and other school leadership team members.

#### iv. School Operations Metrics

Mr. Currie presented this item to the Board. He reviewed the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation.

#### v. State Data and Outcomes Report

Mr. Currie provided the Board with an update on the initial state testing data released and timeline for an improvement action plan.

#### vi. Curriculum Audit Update

Dr. Setser advised the Board of the next steps for curriculum realignment with the aim of improving state testing data.

### b. Financial Report

Ms. Little reviewed the financial report included in the Board Meeting materials. She highlighted aspects in the school's revenue and expense reports, as well as the school's forecast for the school year.

i. Unaudited 2015-2016 Financial Results

Ms. Little reviewed the unaudited financial statements from the previous school year with the Board.

ii. Revised 2016-2017 Budget

Ms. Little presented the revised 2016-2017 Budget to the Board with the discretionary credit as discussed at previous meetings.

iii. Financial Dashboard Review

Ms. Little reviewed the Financial Dashboard as included in the Board meeting materials.

iv. Monthly Cash Flow

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

## VII. Consent Items

Dr. Setser asked the Board members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. There being no changes, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the June 23, 2016 Annual Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Annual Assurances for 2015-2016 School Year;
- d. Approval of Federal Title Funding Plans for the 2016-2017 School Year: Parent Involvement Policy;
- e. Approval of 2016-2017 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends; and
- f. Approval of Connections Training and Professional Development Offering for the 2016-2017 School Year; are hereby approved.

The motion passed unanimously.

## VIII. Action Items

a. Approval of Connections Academy of North Carolina, LLC Invoice for June

Dr. Strother reviewed in detail the Connections Academy of North Carolina, LLC invoice for the month of June as drawn from the financial report in the Board materials and recommended it for approval. He asked the Board members whether they had any questions on the invoice or if any items required further explanation.

b. Approval of School Focus Goals for the 2016-2017 School Year

Ms. Nelson reviewed the school focus goals for the 2016-2017 school year included in the Board package with the Board. She advised that the staff worked closely with school leadership and Connections Education on establishing the school goals. She further advised the Board that the school goals represent the major driver for the staff incentive plan.

c. Approval of Board Counsel Retainer

Dr. Setser advised the Board of the advantages to placing Board Counsel, Mr. Hostettler, on retainer for \$20,000 annually.

d. Approval of Consulting Services

Dr. Setser advised the Board of the benefits to engaging with a Consulting Service to investigate curriculum alignment for a cost not to exceed \$15,000.

The Board expressed their intent to consider Action Items A, B, C and D together. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of North Carolina, LLC invoice for the month of June, in the amount of \$43,535.51, as presented, is hereby approved.

RESOLVED, that the school focus goals for the 2016-2017 school year, as presented, are hereby approved.

RESOLVED, retaining David Hostettler as Board Counsel for \$20,000 annually, as discussed, is hereby approved.

RESOLVED, that the Board will pursue Consulting Service Engagement for a cost not to exceed \$15,000, as discussed, is hereby approved.

The motion passed unanimously.

**IX. Information Items**

a. State Relations Update

Ms. Duquette updated the Board on recent legislative activities which may impact the school.

[Mr. Ragley left the meeting at 10:05 a.m.]

b. Strategic Development Planning Update

Mr. Currie updated the Board on the recently developed Strategic Plan and advised of the ideal timeline to submit the plan to the state. Ms. Duquette advised of additional concerns the Board should consider prior to submitting the accompanying charter amendment to the state. Dr. Setser thanked Mr. Currie and Ms. Duquette for their feedback and advised that he will continue to monitor for ideal submission to the state.

c. School Leadership Team Update

Ms. Nelson presented to the Board on behalf of Connections' School Leadership Team. She provided additional background on the School Operational Metrics, including specific factors that can affect the metrics.

d. Conflict of Interest Reminders

Ms. Coleman advised the Board that reminders for annual conflict of interest statements, as well as the periodic background checks per Board policy will be sent via email in the coming month.

X. **Adjournment and Confirmation of Next Meeting – Thursday, September 22, 2016 at 9:00 a.m.**

Dr. Setser noted that the Board was at the end of its agenda. With no further business to discuss, the meeting was adjourned at 10:17 a.m. The next meeting is scheduled for September 22, 2016 at 9:00 a.m.