



APPROVED 10/16/2018

**NEVADA CONNECTIONS ACADEMY (NCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Tuesday, September 18, 2018 at 3:00 p.m. PT**

**Held at the following location and via teleconference:
Renaissance Reno Downtown Hotel
One South Lake Street
Reno, NV 89501**

I. Call to Order

Dr. Harrington called the meeting to order at 3:02 p.m. when all participants were present and able to hear each other. The school was open for the public to attend the meeting.

II. Roll Call

Board Members Present: Scott Harrington, Amy Cook, Naima Benjelloun; Morgan Jackson and Kevin Arnold (in person at hotel location);

Board Members Absent: Kelly McGlynn and Mindi Dagerman;

Guests Present: Chris McBride, School Leader; Josh Daniels, Brenda Little and Laura Coleman, Pearson Online & Blended Learning (POBL) staff (in person at hotel location); Amy Taylor, School staff (in person at school location); Brian Rosta, POBL staff (via phone).

III. Public Comment

There were no public comments at this time.

IV. Audit Committee, Committee of the Entire Board

a. Approval of Revised Audit Firm Engagement for 2017-2018 School Year

Ms. Little reviewed the revised audit firm engagement letter, as included in the Board materials. She advised the Board that the audit firm was the same the Board had engaged for the previous school year and for the same estimated charges. She further reviewed the to the scope of services. There being no further discussion, Dr. Cook made a motion and it was seconded by Ms. Jackson as follows:

RESOLVED, that the revised engagement of Kohn & Company LLP for the 2017-2018 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

V. Routine Business

a. Approval of Agenda

Dr. Harrington asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, Dr. Cook made the following motion and it was seconded by Ms. Jackson as follows:

RESOLVED, that the Agenda for the September 18, 2018 Meeting of the Board of Directors of the Nevada Connections Academy, as discussed, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

a. School Leader's Report

Dr. McBride provided the Board with an overview of what comprises his average week, including regular meetings with his leadership team and ongoing data review process.

i. Math Time to Talk Update

Dr. McBride reviewed with the Board the positive feedback he has already received from the Math Time to Talk Update. He further advised that he will be able to have more information at future meetings when the program will have more data to analyze.

ii. What are the quarterly metrics and what do they mean for the school?

Dr. McBride reviewed with the Board the purpose of the quarterly metrics and the usefulness of the data to monitor operations and ensure the school's goals and core model and standards are being met. Dr. McBride further reviewed what metrics are tracked, their meaning and how they are calculated.

iii. Enrollment and Staffing Update

Dr. McBride reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications. He further provided the Board with an update on changes to staff composition based on enrollment.

iv. Graduation Rate Update

Dr. McBride provided the Board with an update on the cohort graduation rates and ongoing efforts to improve the graduation rate.

v. Nevada Charter Authority Update

Dr. McBride reviewed with the Board the recent school ratings report and data for the accompanying ratings. He further reviewed the ongoing efforts to improve the school's ratings. The Board discussed the state testing participation rates in detail with Dr. McBride.

b. Financial Report

Ms. Little reviewed with the Board the formatting changes to the school's financials in order to provide the Board with a more concise overview to support fiscal responsibility. The Board expressed their pleasure with the new financial report format. Ms. Little further reviewed the revenue and expense statements included in the Board materials. She reviewed the changes in the financials and the forecast since last month's statements, including specific revenue and expense line items.

VII. Consent Agenda

Dr. Harrington 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, Mr. Arnold made the following motion and it was seconded by Dr. Cook as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 21, 2018 Board Meeting;
- b. Approval of Staffing Report;
- c. Approval of Connections Education Invoices for July and August;
- d. Approval of Invoice(s) from Connections Education: Summer School 2018;
- e. Approval of Revision(s) to the 2018-2019 School Year State Specific Handbook: Escalation Status Policy; and
- f. Approval of Revision(s) to the Employee Handbook: Student and Family Communications Policy; are hereby approved.

The motion passed unanimously.

VIII. Action Items

- a. Approval of Charter Amendment for Dual Enrollment and Board President as Board Designee to Finalize and Submit all Necessary Documentation

Dr. McBride reviewed the necessity for a charter amendment in order to provide dual enrollment courses with Truckee Meadows Community College as previously approved by the Board. He further reviewed the need for the Board President to act as Board Designee to complete the necessary documentation. The Board requested the item be reworded to Approval of Board President as Board Designee to Finalize and Submit all Necessary Documentation for the Charter Amendment for Dual Enrollment. There being no further discussion, Ms. Jackson made the following motion and it was seconded by Dr. Cook as follows:

RESOLVED, that the Board President as designee to finalize and submit all necessary documentation for the Charter Amendment for Dual Enrollment, as discussed, is hereby approved.

The motion passed unanimously.

IX. Information Items

- a. State & Strategic Client Relations Update

Mr. Daniels updated the Board on the recent legislative activities in Nevada, which may impact the school.

b. Partner School Leadership Team (PSLT) Update

Dr. Rosta presented an update to the Board on behalf of Pearson Online & Blended Learning's (POBL) Partner School Leadership Team.

i. State of the School, School Improvement Planning and Focus Goals

Dr. Rosta provided a brief update on items to be discussed in depth during the Board's October meeting. He advised of the expected presentation on the State of the School Report, which will include the school's goal completion rates from the 2017-2018 school year, as well as the anticipated School Improvement Plan.

c. Overview of 2018-2019 School Year Items for Board Consideration

Ms. Coleman reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

d. Cyber-Bullying Training Reminder

Ms. Coleman thanked the Board for their prompt completion of the required cyber-bullying training. Dr. McBride also reported that there were no incidents of cyber-bullying within the school to-date.

e. Board Recruitment Update

Dr. Harrington reminded the Board of the continued search for potential new Board members. Board members discussed Board composition, as well as preferred background and credentials for the next candidate for the Board. The Board further discussed outlets to identify future potential Board members.

f. Education Management Organization (EMO) Evaluation Reminder

Dr. Harrington reminded the Board of the upcoming annual Education Management Organization (EMO) Evaluation.

X. **Public Comment (as detailed previously in agenda)**

There were no public comments.

XI. **Adjournment and Confirmation of Next Meeting and Training – Tuesday, October 16, 2018 at 6:30 p.m. PT**

Dr. Harrington noted that the Board was at the end of its agenda and that the next meeting is scheduled for Tuesday, October 16, 2018 at 6:30 p.m. There being no further business, the meeting was adjourned at 4:30 p.m.