



**North Carolina for Quality Virtual Education, Inc. (NCCA)  
BOARD MEETING**

**Date and Time:**

Thursday, June 27, 2019 at 5:00 p.m.

**Held at the following location:**

2800 Meridian Parkway, Suite #150  
Durham, NC 27713

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**BOARD AGENDA**

- I. Call to Order – B. Phifer, Board President
- II. Roll Call – N. Miller, Board Relations Coordinator
- III. Public Comment
- IV. Approval of Agenda
- V. Financial Report – M. Holston (attachments)
  - a) Dashboard Review
  - b) Monthly Cash Flow
  - c) May Invoices
  - d) Consultant Report – C. Baldwin/T. Bass
- VI. Reports
  - a) Board President Report
    - i. Charter Amendment
    - ii. Board Development
    - iii. 2019-2020 Board Meeting Schedule
    - iv. Marketing Update
  - b) Superintendent Report
    - i. Transition from Pearson
    - ii. Staff Recognitions
    - iii. School Events
  - c) Principal Updates
    - i. HR Benefits
    - ii. Technology Devices
    - iii. Enrollment/ITR Update

VII. Closed Session

a) § 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.

b) § 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.

VIII. Action Items

- a) Approval of Minutes of the May 23, 2019 Board Meeting.
- b) Approval of Minutes of the May 29, 2019 Special Board Meeting.
- c) Approval of Minutes of the May 31, 2019 Special Board Meeting.
- d) Approval of Minutes of the June 10, 2019 Emergency Board Meeting.
- e) Approval of Monthly Staffing Report for May, 2019. (attachment)
- f) Approval of CA of North Carolina, LLC Invoices for May, 2019. (Financial Package)
- g) Approval of Board Member Reimbursements.
- h) Approval of Vendor Payments.

IX. Consent Items

- a) Amended Budget for the 18-19 School Year. - M. Holston (attachment)

X. Announcements

XI. Adjournment and Confirmation of the Board's first meeting of the 2019-2020 School Year.

North Carolina for Quality Virtual Education, Inc. (NCCA)  
**MINUTES OF THE ANNUAL BOARD OF DIRECTORS MEETING**

Thursday, June 27, 2019 at 5:00 p.m.

**Held at the following location:**

2800 Meridian Parkway, Suite #150  
Durham, NC 27713

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I. Call to Order

Pursuant to public notice, the meeting commenced at 5:03 pm with a Call to Order by the Board President.

II. Roll Call

Board Members Present: Bridget Phifer, Avery Staley, Leland Davis, Jill Hammergren, Jenene Seymour. Others Present: Superintendent Nathan Currie, Christina Robinson, Charles Baldwin, Martez Hill, Donna Rascoe, Megan Holston, Tracy Gianoni.

III. Public Comment

There was no public comment.

IV. Approval of Agenda

**MOTION.** There was a motion by Leland Davis and second by Avery Staley to approve the agenda as presented. The motion passed unanimously.

- V. Financial Report – Megan Holston from Pearson OBL presented the financial report including the Dashboard Review, Monthly Cash Flow and May Invoices. Mr. Baldwin provided additional information based on his review of the May invoices and recommended payment of compensation and pass-through expenses consistent with the June 20, 2019 mediation agreement. Mr. Staley noted that this appeared consistent with the Board's position regarding payment of those expenses prior to the mediation.

**MOTION.** There was a motion by Avery Staley and second by Leland Davis to approve payment of compensation and pass-through expenses from the May invoices consistent with the June 20, 2019 mediation agreement. The motion passed unanimously.

VI. Reports

a) Board Governance

- i. Board Development – Ms. Rascoe and Mr. Hill shared information about training opportunities for the upcoming school year including presentations that each of them will be able to provide. ii. 2019-2020 Board Meeting Schedule – There was a discussion of regular meeting times with a general preference for continuing to meet on the fourth Thursday of each month with no meetings in July or December.

**MOTION.** There was a motion by Bridget Phifer and second by Avery Staley to approve the 20192020 Board Meeting Schedule with meetings on the fourth Thursday of each month from 5:00 pm to 7:00 pm with no meetings in July or December. The motion passed unanimously.

iii. Annual Meeting Update – There was a discussion of the annual meeting tasks including election of board members and officers. It was noted that the Board is awaiting OCS approval of the Bylaws amendment to increase the number of board members and anticipates further amendments to the Bylaws. Board members and consultants continue to recruit new board members.

**MOTION.** There was a motion by Leland Davis and second by Jenene Seymour to defer the election of board members and officers until OCS approval of the Bylaws change. The motion passed unanimously.

b) Superintendent Report

- i. Transition from Pearson –Dr. Currie reported that interviews are ongoing for new and open positions. School staff continue to work with Pearson on transition tasks including marketing, asset pick-up, personnel files and benefits information and extended access to Connexus.
- ii. Staff Recognitions - Dr. Currie discussed the many months of hard work completed by Gerita Connor, Domina Blount and Christina Robinson and thanked them for their dedication to the school.
- iii. School Events – Dr. Currie reported on state testing in which 8,267 test booklets and answer keys were all accounted for and submitted to the state. Dr. Currie also reported on graduation which was very well attended. Board members Jill Hammergren, Jamal Liven, Leland Davis and Bridget Phifer attended.
- iv. Marketing Updates – Media Partners has finalized the new logo which Philips is already using to put on the boxes as they deliver the new laptops. The beta website will be launched soon. This new website will allow students and teachers to log into one site for all of their school matters.
- v. End of Year Summary – See above.

c) Principal Updates

- i. HR Benefits – Employee enrollment continues with over 90% of staff covered thus far.
- ii. Technology Devices - Philips has provided the new server, switches and routers two weeks ahead of schedule. Philips also has the new laptops and are getting them ready to be shipped to teachers and students. Pearson's equipment will be disconnected and packed on July 8 and 9.
- iii. Enrollment/ITR Update - The school has received the Lead List from Pearson regarding interested students and families.

**VII.** Action Items

- a) Approval of Monthly Staffing Report for May, 2019 – Pearson OBL did not submit a staffing report for this month.
- b) Approval of CA of North Carolina, LLC Invoices for May, 2019 - See action taken during Financial Report.
- c) Approval of Board Member Reimbursements - There was discussion of the upcoming Charter Schools Conference in Cherokee which will also include the next CSAB meeting at which the Board will present a report.

**MOTION.** There was a motion by Bridget Phifer and second by Leland Davis to approve expenses for travel, lodging and meals for two board members to attend the conference; not to exceed \$800.00 each. The motion passed unanimously.

- d) Amended Budget for the 2018-19 School Year. - M. Holston presented the proposed Amended Budget for the 2018-19 school year.

**MOTION.** There was a motion by Bridget Phifer and second by Leland Davis to approve the amended budget as presented. The motion passed unanimously.

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- e) Approval of Vendor Payments. Mr. Baldwin reviewed the outstanding invoices that have been submitted to him. These include rent for May, June, and July with the notation that May and June would typically have been paid by Pearson OBL, but information from the landlord indicates that it has not been paid. The Board has also received invoices from Cranfill Sumner & Hartzog; Simon-Crair; and JMHill Consulting.

**MOTION.** There was a motion by Avery Staley and second by Leland Davis to approve payment of the invoices as presented for May, June and July rent; Cranfill Sumner & Hartzog; Simon-Crair; and JMHill Consulting. The motion passed unanimously.

Mr. Baldwin reported that the ACH to Pearson OBL has been completed for the payment pursuant to the mediation agreement which was authorized by the board at the outset of this meeting.

#### VIII. Closed Session

**MOTION.** There was a motion by Bridget Phifer and second by Leland Davis to go into closed session in order to consult with the Board's attorney and preserve the attorney-client privilege and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of individual employees. The motion passed unanimously and the Board entered closed session at 5:38 pm.

No action was taken during closed session.

**MOTION.** There was a motion by Leland Davis and second by Bridget Phifer to return to open session. The motion passed unanimously and the Board returned to open session at 6:48 pm.

#### IX. Additional Action Items

- a) New Hires.

**MOTION.** There was a motion by Bridget Phifer and second by Leland Davis to approve the following new hires: Cherie Creten (Manager of Testing); Domina Blount

(Director of Acaemics); Christina Robinson (Director of Operations); Dr. Rebecca Smith (Assistant Superintendent); and James Mullins (Manager of Human Resources). The motion passed unanimously.

b) JMHill Consulting Contract

**MOTION.** There was a motion by Leland Davis and second by Jenene Seymour to approve the new contract with JMHill Consulting. The motion passed unanimously.

X. Announcements

The NC Association for Public Charter Schools Conference will be held in Cherokee on July 21-23, 2019. The CSAB will meet on July 22 at the conference.

XI. Adjournment and Confirmation of the Board's first meeting of the 2019-2020 School Year.

**MOTION.** There was a motion by Bridget Phifer and second by Leland Davis to adjourn. The motion passed unanimously and the meeting adjourned at 6:50 pm.

The next regular board meeting will be August 22, 2019 at 5:00 pm.