



Approved 1/23/2020
North Carolina for Quality Virtual Education, Inc. (NCQVE)
BOARD MEETING MINUTES
Thursday, November 21, 2019 5:00 p.m.

Held at the following location:
2800 Meridian Parkway, Suite #150
Durham, NC 27713

- I. **Call to Order**
Pursuant to public notice, the meeting commenced at 5:04 pm with a Call to Order by the Board President.
- II. **Roll Call**
Board Member Present: Bridget Phifer, Jill Hammergren, Dr. Shirley Arrington, Dr. James Davis, Avery Staley, Shauntae Jordan, Debora Williams.
Others Present: Superintendent Nathan Currie, Donna Rascoe, Natasha Miller, Christina Robinson, Domina Blount, Tonya Bass, Martez Hill, James Mullins, Linda Fajardo, Feona Harack, Bruce Johnson (board candidate)
- III. **Reading of NCCA Mission Statement**
Board President Bridget Phifer read the NCCA Mission Statement.
- IV. **Approval of Agenda**
MOTION: There was a motion by Debora Williams and second by James Davis to approve the agenda with moving Action Item (H) Approval of the School Improvement Plan before the Financial Report on the agenda for discussion. The motion passed unanimously.
- V. **Public Comment**
There was no public comment.
- VI. **School Improvement Plan**
Dr. Currie introduced Ms. Fajardo, High School Teacher and Committee Chair, who then presented information about the committee's work and the resulting proposed School Improvement Plan. The full committee consists of seven persons including administration, teachers and a parent. There was discussion of some of the specific indicators, objectives and action items. Ms. Williams provided some proposed edits.

MOTION: A motion was made by Jill Hammergren and seconded by Debora Williams to approve the School Improvement Plan with recommended edits by Ms. Williams. The motion passed unanimously.
- VII. **Financial Report**
Feona Harack provided the financial report including review of Revenue and Expense Statement ending October 31, 2019, in addition to the Modified Cash Flow/Sources and Uses report. The Board discussed the invoice received from the NC Department of Revenue for the 3rd Quarter Unemployment taxes.
- VIII. **Board Development**
The content presented by Donna Rascoe for today's board meeting included a proposed revision to North Carolina for Quality Virtual Education, Inc. Bylaws including a red line version that is consistent with Non-Profit Corporation Laws and Charter

School Laws. Ms. Rascoe advised the board that with the additional board members input, this would be a great opportunity to revisit and amend the bylaws.

IX. Reports

a) Superintendent

i. School Updates

Superintendent Nathan Currie discussed with the board how well the events for Face-to-Face that took place 11/14/2019 in Elizabeth City, Greensboro and Raleigh. The next Face-to-Face meetings will be held on December 3, 2019 in Fayetteville, Wilmington and Wilkesboro and there will be a virtual Face-to-Face meeting held on December 5, 2019.

b) Director of Operations

i. Operations Report

Ms. Robinson reported to the board that there are no spare devices available for staff usage and recommends having 10 to 20 devices available for the staff. Feona Harack will review the budget for the purchase of additional devices. The number of new applications for enrollment as of 11/10/19 is 38 and the number of students missing required information for enrolling is 89. Additionally, on November 4th, calls were made to students who requested deferred enrollment for 2nd semester are still planning to attend. Ms. Robinson reviewed her recommendations for the marketing plan for 2nd semester enrollment.

c) Director of Academics

i. Master Connect Data

Ms. Blount reviewed the student Benchmark Assessment data comparison for EOY (End of Year) testing for the 2018-2019 school year and the fall of 2019 for students in grade levels 3–12 in Reading, Math and Science. Discussions were held on the percentages of students that were proficient, projections based on benchmarks, and use of the new curriculum. Currently the focus is on math in grades 6-8.

X. Closed Session

The board entered into Closed Session upon a motion being made by Jill Hammergren seconded by Debora Williams at 7:02 pm 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 is hereby acknowledged and 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. The motion passed unanimously.

No action was taken in Closed Session.

MOTION: The board resumed Open Session upon a motion being made by Jill Hammergren seconded by Debora Williams at 7:36 pm. The motion passed unanimously.

XI. Action Items

a) Approval of Invoices for October, 2019.

MOTION: A motion to approve the invoices from Simon Crair Group, CPA's was made by Jill Hammergren and seconded by Dr. Shirley Arrington. The motion passed unanimously.

b) Approval of Minutes of the October 24, 2019 Board Meeting.

c) Approval of Minutes of the October 30, 2019 Special Board Meeting.

MOTION: A motion was made by Debora Williams and seconded by Jill Hammergren to approve minutes of the October 24, 2019 and the October 30, 2019 meetings with edits. The motion passed unanimously.

d) Approval of Monthly Staff Report.

MOTION: A motion to approve the October monthly staff report with the addition of the resignation from counselor Serena Robertson which occurred after the staffing report was completed was made by Dr. Shirley Arrington and seconded by Jill Hammergren. The motion passed unanimously.

e) Approval of Board Member Travel Reimbursements.

MOTION: A motion to approve reimbursement for out of county board member travel for the upcoming Charter School Advisory Board meeting in December as well as the regularly scheduled board meeting on December 19, 2019 was made by Debora Williams and seconded by Dr. Shirley Arrington. The motion passed unanimously.

f) Approval of Amendments to Board Bylaws.

MOTION: A motion to approve amendments to the North Carolina for Quality Virtual Education, Inc. Bylaws pending approval by the Office of Charter School was made by Debora Williams and seconded by Dr. Shirley Arrington. The motion passed unanimously.

g) Approval of New Board Member.

MOTION: A motion to elect board candidate Mr. Bruce Johnson pending background check was made by Shauntae Jordan and seconded by Debora Williams. The motion passed unanimously.

h) Approval of School Improvement Plan – move to earlier point in agenda; see above.

i) Approval of Virtual Charter Agreement.

MOTION: A motion to approve the Virtual Charter Agreement and allow Board President Bridget Phifer to sign was made by Shauntae Jordan and seconded by Debora Williams. The motion passed unanimously.

j) Approval of MPI Marketing Plan.

MOTION: A motion to table the approval of the Media Partners Inc. Marketing Plan pending upcoming meeting was made by Debora Williams and seconded by Shauntae Jordan. The motion passed unanimously.

XII. Announcements

The upcoming Charter School Advisory Board meeting date with NCCA will be added to board members calendars as soon as it is available. RTO (Ready to Open) training dates and time can be found on the Charter School Advisory Board website.

XIII. Adjournment and Confirmation of the next Board Meeting, Thursday, December 19, 2019 at 5:00 p.m.

MOTION: There being no further business to discuss, a motion to adjourn was made by Dr. Shirley Arrington and seconded by Jill Hammergren. The meeting concluded at 7:55 pm.

Board Secretary