



Approved 1/23/2020
North Carolina for Quality Virtual Education, Inc. (NCQVE)
BOARD MEETING MINUTES

Thursday, December 19, 2019 at 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 5:14 p.m. with a Call to order by Board President Bridget Phifer.

II. Roll Call

Board Members Present: Bridget Phifer (in person); Jill Hammergren (in person); Debora Williams (in person); Bruce Johnson (in person); Jenene Seymour (via phone); Shauntae Jordan (in person); Dr. Leroy Wray (via phone), establishing quorum.

Others Present: Superintendent Nathan Currie (in person); James Mullins, Director of Human Resources/Operations (in person); Natasha Miller, Board Relations (in person); Domina Blount, Director of Academics (via phone); Elizabeth Gilmore, Exceptional Children's Teacher (via phone); Donna Rascoe, board attorney (in person); Charles Baldwin, CPA Simon-Crair Group (via phone); Feona Harack, Accounting/Treasury Manager, Simon-Crair Group (via phone); Martez Hill, Consultant (in person); Nancy Bono, Media Partners Inc. (in person); Tim McKay, MPI (via phone); Sal Conino, MPI (in person).

III. Reading of NCCA Mission Statement

Board President Bridget Phifer read the NCCA Mission Statement.

IV. Approval of Agenda

MOTION: There was a motion made by Shauntae Jordan and seconded by Jenene Seymour to approve the agenda with the following amendments:

- Move the state relations report to announcements
- Under section VI (6) add an item of Credit Card Program
- and change section VII (i) from board member elections to Board Member Officer Elections. The motion passed unanimously.

V. Public Comment

There was no public comment.

VI. Financial Report

Charles Baldwin and Feona Harack of Simon-Crair Group CPAs, provided the financial report including review of Revenue and Expense statement for the period ending November 30, 2019. In reviewing with the Board specific line items that were in question, Mr. Baldwin informed the board that there will be a full report available for the January 23, 2020 board meeting.

i. Credit Card Program

Mr. Baldwin discussed the Credit Card program with the board stating that due to the newness of NC Cyber Academy we were not approved for traditional credit cards and the credit card program that can be approved and utilized will require payment on a weekly basis until NCCA establishes credit. The selected credit card program will provide up to \$50,000 in credit and may increase to \$100,000. This program will allow the school to function more efficiently. There will be additional fees from the Simon-Crair Group, CPA's for management of this program. The Simon-Crair Group's legal team will be drafting a contract to forward to NCCA's board attorney Ms. Donna Rascoe.

VII. Board Development

Ms. Rascoe discussed with the board the importance of annual officer elections and keeping in compliance with bylaws. Ms. Rascoe suggested this Board moves towards progression by recognizing the structures that are in place as well as developing useful committees. It would be helpful to have committees in place by the next board meeting.

MOTION: There was a motion made by Shauntae Jordan and seconded by Bruce Johnson to elect officers for the 2019-2020 school year. The motion passed unanimously.

i. Board Member Elections

The following Board Members were elected for the following officer positions:

President: Bridget Phifer
Vice President: Jill Hammergren
Treasurer: Leroy Wray
Secretary: Debora Williams

VIII. Charter School Advisory Board Presentation

The next Charter School Advisory Board presentation is scheduled for Monday, January 13, 2020 with a tentative time of 3:00 p.m., more information will be received over the break period and the high school benchmark assessments should be completed by this time. Ms. Debora Williams will be able to attend this presentation.

IX. Reports

a) Superintendent

i. Great Things Are Happening

Superintendent Nathan Currie has recognized the great work that Ms. Elizabeth Gilmore has done in the Exceptional Children's Department by doubling her caseload. The board thanked Ms. Gilmore for her contribution.

b) State Relations

i. Government Affairs Update

This report will be available and discussed at the January 23, 2020 board meeting.

c) Director of Operations/HR

i. Enrollment/Technology

Mr. James Mullins discussed with the board technology information provided by Phillips will be presented monthly at each board meeting. He had requested an enrollment breakdown of students through demographics. He has a scheduled meeting with Phillips on 12/20/19 to discuss enrollment. Currently there has been 1,012 withdrawals that includes graduates. There are 2,150 students enrolled, 136 that are ready to be placed at the beginning of 2nd semester. There are 27 students with partial documentation for enrollment and 54 that has started the enrollment process. Inventoried technology devices have been acquired are ready to be disbursed at 300 for students and 5 on reserve for teacher use.

ii. Marketing Plan/Student Recruitment

Discussions were held with Nancy Bono, Tim McKay and Sal Conino of Media Partner Incorporated (MPI) regarding upcoming marketing plans for the 2nd semester and what steps were taken since the 2019 kick off campaign in August. The board requested monthly reporting statistics and was informed that MPI can only report pre and post campaign numbers. There are no statistics for tracking visual media. The board inquired about the retainer and monthly fees submitted to MPI and discussed upcoming fees for marketing and recruitment services targeting parents of children ranging in ages 5-12.

MOTION: A motion was made by Jill Hammergren seconded by Shauntae Jordan to increase the budget to \$40,000 from the fund balance line item to support the next media campaign.

iii. Staffing Report

Mr. James Mullins reviewed the monthly staffing report ending in November with the board.

d) Director of Academics

i. Student Performance

Ms. Domina Blount discussed with the board student benchmarks and where we want students to be at the end of the year of the 2019-2020 school year. This information was shared with the NC Charter School Advisory Board report during the school's December 2019 monthly report. Student ACT prep courses are now available in Edgenuity and there were over 40 students to sign up within the first hour of availability. Students in grades 3 – 8 testing scores are above state average. End of Course assessments for high school math and biology have increased in scoring. Teachers are displaying intense support on benchmarks.

ii. NCCA Data Comparison

Ms. Blount reviewed end of grade and end of course proficiency data for the 2018-2019 school year in NCCA student performance to the state average of students in grades 3-8 in Math, Reading, Science grades 5-8 and in grades 9-12 Math, Biology and English II.

X. Closed Session

The board entered into Closed Session at 7:29 p.m., upon a motion made by Debora Williams and seconded by Shauntae Jordan 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 at 8:17 p.m., upon a motion being made by Shauntae Jordan and seconded by Jill Hammergren. The motion passed unanimously.

XI. Action Items

a) Approval of Invoices for November, 2019.

MOTION: A motion was made by Jill Hammergren and seconded by Shauntae Jordan to table the invoices from Simon Crair Group, CPA's with the exception of the invoice from Cranfill, Sumner and Hartzog, LLP. The motion passed unanimously.

b) Approval of Monthly Staffing Report for November, 2019.

MOTION: A motion was made by Bruce Johnson and seconded by Jill Hammergren to approve the monthly staffing report for November, 2019. The motion passed unanimously.

c) Approval of Board Member Reimbursements.

MOTION: A motion was made by Jill Hammergren and seconded by Shauntae Jordan to approve board member travel reimbursements for the January 13, 2020 Charter School Advisory Board meeting and regularly scheduled Board meeting on January 23, 2020. The motion passed unanimously.

MOTION: A motion was made by Jill Hammergren and seconded by Bruce Johnson to approve board member travel reimbursements for the (RTO) Ready to Open training at NCDPI on December 18, 2019. The motion passed unanimously.

d) Approval of New Board Member Candidate.

MOTION: A motion was made by Bruce Johnson and seconded by Jill Hammergren to appoint Board Member Candidate Mrs. Shequita Matier Banks. The motion passed unanimously.

e) Approval of Minutes of the November 21, 2019 Board Meeting.

MOTION: A motion was made by Jill Hammergren and seconded by Shauntae Jordan to table the approval of the November 21, 2019 draft meeting minutes until reviewed by Donna Rascoe. The motion passed unanimously.

XII. Announcements

Ready to Open Training (RTO)– December 18, 2019 8 am – 4 pm NCDPI.
“My School Opens in 7 Months” training is scheduled for January 29, 2020.

Winter break begins December 23, 2019 – January 2, 2020. NCCA will be closed for the winter break.

XIII. Adjournment and confirmation of the next Board Meeting scheduled for Thursday, January 23, 2019 at 5:00 p.m.

MOTION: A motion was made at 8:30 p.m. by Debora Williams and seconded by Jill Hammergren to adjourn the meeting. The motion passed unanimously.

Board Secretary