



**Approved 02/27/2020**  
**North Carolina for Quality Virtual Education, Inc. (NCQVE)**  
**BOARD MEETING MINUTES**

Thursday, January 23, 2020 at 5:00 p.m.

**Held at the following location and via Teleconference:**

2800 Meridian Parkway, Suite #150  
Durham, NC 27713

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**I. Call to Order**

Pursuant to public notice, the meeting commenced at 5:00 p.m. with a Call to Order by the Board President.

**II. Roll Call**

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

Others Present: Superintendent Nathan Currie (in person) James Mullins, Director of Human Resources/Operations (in person); Rebecca Smith, Assistant Superintendent (in person); Martez Hill, State Relations (in person); Donna Rascoe, Board Counsel (in person); Natasha Miller, Board Relations (in person), Domina Blount, Director of Academics (via phone); Nathalie Morse, Middle School Science Teacher (in person); Lisa Ragland, High School English Language Arts Teacher (in person); Charles Baldwin and Feona Harack, Simon-Crair Group CPAs (via phone)

**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 seconded by Jill Hammergren to approve the agenda with moving report items C Strategic Planning ahead of item B Financials. The motion passed unanimously.

**V. Public Comment**

There was no public comment.

**VI. Board Development**

The mission of North Carolina Cyber Academy (NCCA) is to empower children with knowledge, skills, and character traits to be successful in their education through an engaging, personalized learning experience in a full-time virtual school.

Ms. Donna Rascoe advised the board to move forward with establishing committees utilizing the set forth in North Carolina for Quality Virtual Education, Inc. Bylaws. The board acted by selecting the committees as well as appointing board members to chair these committees.

**MOTION:** There was a motion by Debora Williams and seconded by Dr. Shirley Arrington to accept the selected committees and appoint the following:

- Academic Excellence, Shauntae Jordan
- Finance Committee, Dr. Leroy Wray
- Vice Chair of Finance Committee, Bruce Johnson
- Governance Committee, Debora Williams

The motion passed unanimously.

## **VII. Reports**

### **a) Superintendent**

#### **i. Great Things are Happening**

Dr. Currie informed the board that January is board appreciation month and gifted all board members with an NCCA logo candy jar with their names printed on it.

#### **ii. Staff Member Recognition**

a. Nathalie Morse, Middle School Science Teacher who has been with NCCA since it's inception in addition to being the go to person for Marketing representative. Ms. Morse is also the Middle School Robotics instructor and event organizer for the school.

b. Lisa Ragland, High School ELA (honors) and Journalism Teacher who is new to NCCA this school year coming from a brick and mortar setting was praised by a state official for her work specifically with a particular student experiencing difficulty, who is now inspired and takes the initiative to do well and excel.

### **b) Financial**

#### **i. Financial Dashboard Review**

Charles Baldwin provided the financial report including review of the Revenue and Expense Statement, Cash Flow and Balance Sheet ending December 31, 2019. Mr. Baldwin informed the board that the annual budget has not yet been approved by the state.

#### **ii. Credit Card Agreement**

Ms. Rascoe received the proposed agreement from the Simon-Crair Group, CPAs attorney for the discussed Credit Card program and advised the board that she submitted her concerns. Simon-Crair Group, CPA's will submit the edited agreement to their attorney and will return it to the board for approval. Ms. Miller will poll the board for a special meeting to be held for board approval of proposed Credit Card Program contract.

iii. Audit

The board requested staff to procure three to four proposals from auditing firms with Charter school experience to conduct a fiscal audit of the school's accounting records for the 2019-2020 school year.

c) Strategic Plan

- i. Strategic Plan Draft
- ii. Strategic Plan Narrative

Assistant Superintendent, Dr. Rebecca Smith discussed the Strategic Plan Draft and Narrative of NCCA for the duration of the charter. The leadership team has been meeting to discuss organizational needs and improvements with an emphasis on the five targeted areas of Student Engagement, Curriculum Alignment, Operational Efficiency, Positive School Climate/Culture and Teaching Excellence. The board has requested success data to be included in strategic planning. Dr. Smith noted that adjustments/refinements suggested by the board will be included.

d) Human Resources and Operations

- i. Monthly Staffing Report

Mr. James Mullins, Director of Human Resources and Operations reviewed the January, 2020 Staffing Report with the Board in Closed Session.

- ii. Operations

Mr. Mullins reported to the board that the current number of students enrolled has reached 2,255 with 88 in Phase I of placement, 150 in Phase II. Additionally, students with verified documentation totals 88 and 2 that are in documentation verification. There are 56 students that have submitted some required documentation for enrollment. Mr. Mullins will be meeting weekly with Media Partners, Inc. and Edgenuity to compile monthly data to the board as it relates to student demographics.

e) State Relations

- i. Government Update

Mr. Martez Hill, Consultant for State Relations reported to the board on Government Affairs discussing House Bills and State Bills adopted during 2019 North Carolina General Assembly Session, in addition to the Bills that were vetoed by the Governor.

f) Academics

- i. Benchmark
- ii. Pacing/Engagement

Ms. Domina Blount, Director of Academics, reported to the board that results of recently completed benchmark testing will be provided at the next board meeting.

iii. Testing Update

Ms. Cherie Creten, Manager of Testing and Accountability, reported to the board that during the week of January 13-17, high school students participated in End-of-Course (EOC) and Career and Technical Education (CTE) course exams. These tests took place at 12 sites across the state. NCCA is expected to make a 95% participation rate for EOC courses (CTE courses are not included in participation). Administration of the ACT required for 11th grade students is scheduled for February 25, 2020. Families have been sent a site selection form and locations are currently being set up for this test.

VIII. Closed Session

The board entered into Closed Session at 7:16 p.m., upon a motion made by Dr. Shirley Arrington and seconded by Jill Hammergren 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 8:01 p.m., upon a motion being made by Debora Williams and seconded by Dr. Shirley Arrington. The motion passed unanimously.

IX. Action Items

- a) Approval of Invoices for December, 2019. **Tabled**
- b) Approval of draft Minutes of the November 21, 2019 Board Meeting.
- c) Approval of draft Minutes of the December 19, 2019 Board Meeting.
- d) Approval of draft Minutes of the January 10, 2020 Special Board Meeting.

**MOTION:** A motion was made by Debora Williams and seconded by Jill Hammergren to approve action items b – d with discussed and agreed upon edits. The motion passed unanimously.

- e) Approval of the Monthly Staff Report.

**MOTION:** A motion was made by Dr. Shirley Arrington and seconded by Debora Williams to approve the monthly staffing report for January, 2019 with discussed edits. The motion passed unanimously.

- f) Approval of Board Member Travel Reimbursements.

**MOTION:** A motion was made by Debora Williams and seconded by Dr. Shirley Arrington to approve board member reimbursements for travel to the upcoming February Charter School Advisory Board meeting and the regularly scheduled board meeting. The motion passed unanimously.

**X. Announcements**

The leadership team along with Dr. Currie will be traveling to Harrisburg, Pennsylvania on Wednesday, January 29, 2020 to tour Commonwealth Charter Academy and the site of Phillips Management Support Services, Inc.

**MOTION:** A motion was made at 8:15 p.m. to adjourn by Dr. Shirley Arrington and seconded by Debora Williams. The motion passed unanimously.

**XI. Adjournment and confirmation of the next board meeting scheduled for February 27, 2020 at 5:00 p.m.**

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