



**Board of Directors Meeting  
February 10, 2015**

A meeting of the Board of Directors of VERITAS Community School was held at 7:30 p.m. at VERITAS Community School, 4301 Shamrock Drive in Charlotte, North Carolina.

**Attendance and Quorum:**

The following directors were present at the meeting, and their attendance constitutes a quorum:

- |                       |                              |
|-----------------------|------------------------------|
| ▪ Vanecie Delva       | vanecie.delva@gmail.com      |
| ▪ Lisa Mancini        | lmancini.veritas@gmail.com   |
| ▪ Terrance McCaffery  | terrance.mccaffery@gmail.com |
| ▪ Tracy Mott          | tracyobrienmott@gmail.com    |
| ▪ Ramesh Nayar        | ramnayar76@gmail.com         |
| ▪ Lydia Garza Olmsted | lgolmsted@gmail.com          |
| ▪ Barbara Parrish     | barbara-parrish@att.net      |
| ▪ Katy Ridnouer       | katy@ridnouer.com            |

Lydia Garza Olmsted joined at 7:45 p.m.

Guests:           None

**Call to Order:**

The meeting was called to order at 7:32 p.m. by Chairperson, Katy Ridnouer.

**Minutes Approval:**

1. Upon a motion by Katy Ridnouer, seconded by Ramesh Nayar, and unanimously approved, it was:

**MOVED: To accept the January 13, 2015 meeting minutes as written.**

**Treasury Approval:**

1. Upon a motion by Katy Ridnouer, seconded by Lisa Mancini, and unanimously approved, it was:

**MOVED: To accept the January Financial Statement as written.**

2. Upon a motion by Katy Ridnouer, seconded by Barbara Parrish, and unanimously approved, it was:

**MOVED: To accept the removal of former Vice Chairperson, Dan Barber, from the Resolution and Agreement for Deposit Account and to add current Vice Chairperson, Ramesh Nayar.**

**Business:**

1. Public Comments: Katy Ridnouer discussed best practices regarding public comments; each presenter will need to sign up and submit comments in advance of the meeting time and comments may not exceed two minutes. Information and directions regarding public comments will be added to the school website. A form will be developed for submission and the topics will be tracked ensure that VERITAS is responsive to community concerns.

**Report to Open Amendments and Report Outs:**

1. Enrollment and Admissions: Katy Ridnouer presented the following policies that were updated to include feedback received from the OCS and best practice:
  - i. Declining Enrollment – verbiage was added to include due diligence measures that will be utilized when there is a failure to return enrollment paperwork or to attend school on the first three days.
  - ii. Early Admissions – reference to the State Standards for Early Admission to Kindergarten was added to reflect that VERITAS Community School is required to follow this mandate for students who will be five after August 31<sup>st</sup> of a given school year; those parents interested in pursuing early admission are instructed to contact the Executive Director for specific guidelines and next steps.
  - iii. Addressing Errors – verbiage was updated to follow state law and to clarify the steps that will be taken in the event of an invalid lottery in which a mistake is made by VERITAS.

Upon a motion by Katy Ridnouer, seconded by Ramesh Nayar, and unanimously approved, it was:

**MOVED: To accept the updated Ready to Open Amendments as presented.**

2. Instructional Programming: Barbara Parrish, Lydia Garza Olmsted and Tracy Mott provided an update on their research for:

- i. After School Program
- ii. Professional Development
- iii. Classroom Policies, Student Behavior, Health Plan, Health Program Plan, Physical Education Plan and In-Class Movement Plan.

Discussions were held to consider adding a “Before” School Program as well as the After School Program and what that would entail. In the enrollment packet, parents will indicate their need for before and after school care for their child, which will guide the development of both of those offerings. Discussions were held regarding Professional Development and how orientation/onboarding training will be disseminated to teachers prior to the first day of school. Barbara is researching the process by which Continuing Education (CE) credit will be awarded for the Professional Development sessions that will be conducted Friday afternoons at VERITAS. Many of the classroom policies and student behavior plans have been developed as part of the RTO process and the other plans are being drafted for presentation to the board. The coordinated health plans will specifically tie into the schools mission for Health and Wellness practices and will utilize the eight components of the NC Healthy Schools as a framework for implementation.

3. Instructional Plan: Barbara Parrish updated her work towards the development of:

- i. Curriculum Scope and Sequence for All Grades
- ii. Creation of a Master List for materials, textbooks and technology needed prior to the first day of school.

Barbara will continue to use the Core Knowledge curriculum and TeamCFA resources to finalize these plans with the assistance of committee members Lydia Garza Olmsted and Tracy Mott.

4. Organizational Chart: Lisa Mancini reviewed the revised Organizational Chart to reflect:

- i. Removal of the Director of Student and Academic Services and Director of Health and Wellness positions.

Upon a motion by Katy Ridnouer, seconded by Lisa Mancini, and unanimously approved, it was:

**MOVED: To accept the updated Organizational Chart as presented.**

5. Fundraising: Vanecie Delva provided an update regarding the accomplishments of our fundraising efforts after the first campaign and the outcome of her one-on-one discussions with the board members regarding future strategies. She focused on personal and corporate sponsorships and community engagement. Vanecie continues her research on other funding sources and presented the 2015 Sponsorship Package for the boards review. Discussions were held regarding the future need for a standing Fund Development Committee and it was agreed to postpone until after the enrollment process has been finalized.
6. Transportation Plan: Ramesh Nayar provided an update on the research that has been completed for the school transportation plan. There are two local vendors that have provided an overview of their services and the potential costs. Research will continue including the option of a coordinated car pool. The plan will be presented to the board in the spring, after the enrollment process has been completed and the demographic needs are clear.
7. Board Strengthening Exercise for Roles and Responsibilities: Barbara Parrish presented an update for the development of mission based reports and dashboard that will be utilized in the monthly board meetings once the school is open. She also provided a draft of the Outcomes Based Board Meeting Calendar that includes the following:
  - i. Strategic Improvement.
  - ii. Program Oversight.
  - iii. Academic Programs.
  - iv. Fiscal Vitality.
  - v. Policy Review.
  - vi. Personnel Decisions.
  - vii. Strategic Planning/Retreat.

Barbara will continue to collaborate with Terrance to finalize the plan, dashboard and calendar.

8. Amended Affiliate Agreement with TeamCFA: Katy Ridnour reviewed the two items that were added to the agreement that should have been included in the original affiliate agreement. Those items are:
  - i. In paragraph 15, the director requirement was changed from 3 local board members and 2 TeamCFA Board Representatives to 5 local board members and 2 TeamCFA Board Representatives. This change was made due to a request by the North Carolina Charter School Advisory Board to ensure TeamCFA is one voice on the Board and never a majority voice.

- ii. Added paragraph 16, which requires an annual school director evaluation. This was inadvertently left off of the affiliate agreement when the revision was completed.

Upon a motion by Katy Ridnouer, seconded by Barbara Parrish, and unanimously approved, it was:

**MOVED: To accept the amended Affiliate Agreement for TeamCFA.**

9. Remaining Agenda Items

Upon a motion by Katy Ridnouer, seconded by Ramesh Nayar, and unanimously approved, it was:

**MOVED: To table remaining agenda items for the March 2015 Board meeting.**

**Adjournment:**

1. Upon a motion by Katy Ridnouer, seconded by Barbara Parrish and unanimously approved, it was:

**MOVED: To accept their meeting was adjourned at 10:08 p.m.**

**Meeting Reminders:**

The next board meeting will take place on March 5, 2015 at **7:00 p.m.** at VERITAS Community School in Charlotte, North Carolina.