



**Board of Directors Meeting
January 12, 2016**

A closed session of the Board of Directors of VERITAS Community School was held between 9:04 p.m. and 10:16 p.m. at VERITAS Community School, 600 Seigle Avenue in Charlotte, North Carolina.

Attendance and Quorum:

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

- Jason Cole jcole@board.veritascommunityschool.org
- Vanecie Delva vdelva@board.veritascommunityschool.org
- Lisa Mancini lmancini@board.veritascommunityschool.org
- Tracy Mott tmott@board.veritascommunityschool.org
- Barbara Parrish bparrish@board.veritascommunityschool.org
- Laura Thomas lthomas@board.veritascommunityschool.org

Ramesh Nayar was absent.

Ex Officio: Katy Ridnouer

Board Advisors: Terrance McCaffery

Guests: None

Call to Closed Session:

The closed session was called to order at 9:04 p.m. by Chairperson, Barbara Parrish.

1. Upon a motion made by Barbara Parrish, seconded by Lisa Mancini and unanimously approved, it was:

MOVED: To go in to a Closed Session at 9:04 p.m. and to discuss personnel changes and facility updates.

2. Head of School Personnel Changes: Katy Ridnouer advised the board of the resignation of a full time Teacher's Assistant who had previously resigned in the fall, but with the

assistance of Ms. Ridnour, Barbara Parrish and Laura Thomas, they were able to implement an action plan to address some of the issues the TA was having with job performance. After additional discussions were held between the TA and Ms. Ridnour, the TA resigned without notice after the beginning of the year and is now requesting a one month severance pay. Ms. Ridnour advised the TA had utilized advanced unearned PTO days that normally would be charged back and the TA's health insurance benefits were paid and inforce until 1/31/16. After an extensive discussion, the board agreed to incur the cost of the TA's health insurance premium through 1/31/16 and agreed to waive the cost for the unearned PTO utilized by the former employee. The board also requested Chairperson Barbara Parrish craft a letter to the former employee advising them of the board's decision and requested the letter be sent via registered mail.

3. Facilities: Katy Ridnour and Terrance McCaffery provided an update on facilities.
 - i. Ms. Ridnour indicated she signed the addendum to the lease for the current school location at Seigle Avenue moving to a month to month lease. In addition, as part of the lease terms, VERITAS will now pay for 75% of the cost for outside lights in the parking lot.
 - ii. Regarding the Tryon Hills location, the Bethlehem Center will continue with their lease with CMS for the property until the end of June and will then sub-lease from VERITAS. Ms. Ridnour is working closely with the Bethlehem Center to negotiate a favorable sub-lease with them and will charge an occupancy/operational rate so the operational expenses such as utilities and landscaping can be shared. We will also be responsible for purchasing a new chiller for the location at a cost of \$100,000. Ms. Ridnour indicated she should receive a draft of the lease for Tryon Hills from CMS within the next day or two and will then have our attorney draft a sub-lease agreement for the Bethlehem Center. VERITAS is tentatively scheduled to move into the Tryon Hills location during Spring Break and will be a sub tenant to the Bethlehem Center until 6/30/16, at which time VERITAS will become the single lease holder. Once the school has moved into the new location, a Ribbon Cutting ceremony will be held.
 - iii. Terrance McCaffery reviewed the costs associated with the Villa Heights construction; he also indicated there are still two holds placed on the Certificate of Occupancy that should be resolved soon. Mr. McCaffery advised he has been looking at other locations that may be available for the school to consider as an alternate location within our target area. One area he has identified is the Midwood High School location, currently being leased by International House with a number of sub tenants. The property is for sale and has 2.5 acres; the current lease appears to be in place until 2017.

4. Upon a motion made by Barbara Parrish, seconded by Jason Cole and unanimously approved, it was:

Moved: To end the Closed Session at 10:16 p.m.

APPROVED



**Board of Directors Meeting
January 12, 2016**

A meeting of the Board of Directors of VERITAS Community School was held at 7:30 p.m. at VERITAS Community School, 600 Seigle Avenue in Charlotte, North Carolina.

Attendance and Quorum:

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

- Jason Cole jcole@board.veritascommunityschool.org
- Vanecie Delva vdelva@board.veritascommunityschool.org
- Lisa Mancini lmancini@board.veritascommunityschool.org
- Tracy Mott tmott@board.veritascommunityschool.org
- Barbara Parrish bparrish@board.veritascommunityschool.org
- Laura Thomas lthomas@board.veritascommunityschool.org

Ramesh Nayar was absent.

Ex Officio: Katy Ridnour

Board Advisors: Terrance McCaffery

Guests: None

Call to Order:

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

Business:

1. Public Comments: None.

Minutes Approval:

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

MOVED: To accept the November 19, 2015 and December 16, 2015 meeting minutes as written.

Treasury Approval:

1. Jason Cole provided an overview of the financial report and advised the board they would go through an exercise to ensure expenses are allocated appropriately and to reduce the operating budget for 2016.
2. Jennifer McCluney, Operations Manager with Acadia Northstar, LLC, reviewed the December 2015 financial statement and walked the board through a Budget Adjustment Worksheet. Ms. McCluney advised the board a Budget Template will be provided by the end of February. She also indicated W2's will be sent out by the end of the month.
 - i. Upon a motion by Jason Cole, seconded by Barbara Parrish, and unanimously approved, it was:

MOVED: To accept the budget changes made in the Budget Adjustment Worksheet.

Report Outs:

1. TeamCFA Report and Update: Laura Thomas reminded the board of the TeamCFA Board Governance Training session on February 6, 2016 that will be held at VERITAS. Tom Miller will be the facilitator.
2. Monthly Head of School Report: Katy Ridnour provided the monthly school update as follows:
 - i. Physical Education Data: Ms. Ridnour provided data from the Physical Education teacher retested students with sits ups and pushups which showed considerable growth and improvement since the beginning of the school year. The data will be added to the school website to demonstrate how VERITAS is changing student's lives.
 - ii. Open Enrollment: There have been 29 new students that have enrolled.
 - iii. After School Activities: Activities are going strong after school and Ms. Ridnour will do some research for possible participation in 4H. Vanecie Delva brought up the possibility of developing a computer lab or club for after school.
 - iv. Mimeograph – the teachers are using the Mimeo as part of their lesson planning.
 - v. Exceptional Children – the schools EC student is thriving emotionally and physically.

- vi. Internet Service – while the school has internet service, the bandwidth is still poor with 8 out of 36 computers working at one time; the service provider will be at the school later in the week to review.
 - vii. Teacher Observation/Professional Development: Ms. Ridnour continues to observe teachers for a minimum of 15 minutes a week and provides feedback the next day in a 30 minute session. The teachers new to the team have been very receptive to this practice.
3. Enrollment and Marketing: Vanecie Delva provided an update to the board regarding the upcoming open enrollment for the 2016-2017 school year. It was suggested that video testimonies from the students and parents be added to the school website. Tracy Mott suggested the school obtain an estimate for school signs and T-shirts with the mantra the students repeat every morning “I am Smart, I am Strong, I am Peaceful. Ms. Mott also brought up potential participation in city events such as parades, festivals and Shift Charlotte, that is scheduled for March 18th and 19th.
 4. Fundraising Committee Report: Vanecie Delva provided an update regarding fundraising ideas. The school has received donations based upon Ms. Delva’s volunteer efforts through the Bloom Project with her employer, Google and there will be some Marketing monies from the Department of Education.
 5. Moved to Closed Session
 - i. Upon a motion by Barbara Parrish, seconded by Lisa Mancini, and unanimously approved, it was:

MOVED: To a Closed Session at 9:04 p.m. to discuss personnel and facility updates.
 6. Closed Session Ended
 - i. Upon a motion by Barbara Parrish, seconded by Lisa Mancini, and unanimously approved, it was:

MOVED: To end Closed Session at 10:16 p.m.
 7. Personnel: During the closed session, the board discussed severance pay/benefits for a separated employee.

- i. Upon a motion by Barbara Parrish, seconded by Jason Cole, and unanimously approved, it was:

MOVED: For Board Chairperson, Barbara Parrish, to craft a letter to the former employee outlining separation terms.

Adjournment:

- i. Upon a motion by Barbara Parrish, seconded by Lisa Mancini, and unanimously approved, it was:

Moved: To adjourn the meeting at 10:17 p.m.

Meeting Reminders:

The next board meeting will take place on **February 9, 2016 at 7:30 p.m.** at VERITAS Community School, 600 Seigle Avenue in Charlotte, North Carolina.

APPROVED