



**Board of Directors Meeting
July 14, 2015**

A meeting of the Board of Directors of VERITAS Community School was held at 7:30 p.m. at The Vine in Plaza Midwood, 2101 Belvedere 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@tjca.org |
| ▪ Vanecie Delva | vanecie.delva@gmail.com |
| ▪ Lisa Mancini | lmancini.veritas@gmail.com |
| ▪ Ramesh Nayar | ramnayar76@gmail.com |
| ▪ Barbara Parrish | barbaraparrish2014@gmail.com |
| ▪ Laura Thomas | laurathomas011@gmail.com |

Tracy Mott and Lydia Garza Olmsted were absent.

Ex Officio: Katy Ridnouer

Board Advisors: Terrance McCaffery

Guests: None

Call to Order:

The meeting was called to order at 7:36 p.m. by Chairperson, Barbara Parrish.

Minutes Approval:

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

MOVED: To accept the June 9th and June 22nd meeting minutes as written.

Treasury Approval:

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

MOVED: To accept the June Financial Statement as written.

Business:

1. Public Comments: None.

Report Outs:

1. Enrollment: Katy Ridnouer and Terrance McCaffery presented the following:
 - i. A table disseminating each grade level served, with a breakdown of the number of students enrolled for each grade and the number of students on the waiting list per grade.
 - ii. Provided a summary of Actual vs. Projected enrollment, which demonstrates a steady increase (41%) in enrollment since the announcement was made of the new school site.
 - iii. Identified enrolled EC students to support hiring two part-time EC Teachers.
 - iv. Made recommendations for a staffing contingency plan for increasing enrollment.
2. Financial Reports: Jason Cole and Terrance McCaffery presented the following:
 - i. Presented recommendation for structure of the Finance and Audit Committee as follows:
 - Barbara Parrish, Chairperson
 - Jason Cole, Treasurer
 - Ramesh Nayar, Vice Chairperson
 - Katy Ridnouer, Head of School, Ex Officio
 - Terrance McCaffery, Board Advisor
 - Jennifer McCluney, Arcadia Northstar, LLC
 - ii. Upon a motion by Barbara Parrish, seconded by Jason Cole, and unanimously approved, it was:

MOVED: To accept the Finance and Audit Committee structure as presented.

3. Personnel Update: Katy Ridnouer recommended hiring the following staff:
 - i. Two part-time Exceptional Children (EC) Teachers, one of whom has the flexibility to ramp up to full-time if the EC caseloads warrant it
 - ii. Part-Time Mandarin Teacher
 - iii. Office Manager
 - iv. Upon a motion by Barbara Parrish, seconded by Jason Cole, and unanimously approved, it was:

MOVED: To accept the recommendation to hire the additional staff as presented.
4. Social Media Policy: Katy Ridnouer reviewed the social media policy and provided details regarding a technology grant she will be submitting for financial assistance.
 - i. Upon a motion by Barbara Parrish, seconded by Lisa Mancini, and unanimously approved, it was:

MOVED: To accept the Social Media Policy as written.
5. PEFNC Membership: Katy Ridnouer recommended the school continue its partnership and sign the contract with PEFNC.
 - i. Upon a motion by Barbara Parrish, seconded by Jason Cole, and unanimously approved, it was:

MOVED: To renew the PEFNC Membership as recommended.
6. Retirement/Savings Plan: Lisa Mancini presented a summary showing the differences between a 401(k) plan and a 403(b) plan. She will partner with Ramesh Nayar to review the quotes received from various providers and they will make a recommendation at the August 11, 2015 meeting.
7. Professional Development: Barbara Parrish provided an update on the revisions for the following items that will be presented for approval during the July 28, 2015 board meeting:

- i. Orientation Schedule
- ii. Professional Development Calendar

Remaining RTO II Items:

8. Student Accountability: Vanecie Delva and Barbara Parrish presented the following updates:
- i. Fax Machine/Online Fax Service: Ms. Delva presented options provided by various vendors for fax services and all-inclusive copier and fax services.
 - ii. Upon a motion by Barbara Parrish, seconded by Laura Thomas, and unanimously approved, it was:

MOVED: To accept eFax online services as the schools fax service provider.
 - iii. Office Equipment: Ms. Delva presented several quotes for purchase of a copier machine and service contract. Ramesh Nayar and Lisa Mancini will research and provide additional resources for Ms. Delva.
 - iv. Secure a location for EC student records and identify IEP team to determine EC student accommodations: Ms. Parrish provided an update on the revisions that will be presented for approval during the July 28, 2015 board meeting.
9. Transportation Plan: Ramesh Nayar and Barbara Parrish presented the following updates:
- i. Transportation Plan for enrolled students: Mr. Nayar provided an update on the multi-faceted plan that will be presented for the RTO progress report. The final plan will be dependent upon final enrollment numbers and demographics of the students, and a final plan will be shared in the July 28th Board meeting.
 - ii. Transportation Plan for EC students: Ms. Parrish provided an update on special transportation for students with disabilities. The final plan will be dependent upon each EC student's needs as documented in the IEP.
10. Handbooks: Lisa Mancini and Laura Thomas provided an update on the revisions that will be presented for approval during the July 28, 2015 board meeting for the following sections:

- i. Grievance Policy: The Board of Directors will be added in the final appeal process if the Head of School is unable to resolve a grievance or seeks Board support.
- ii. Parent Rights: A section will be added to include parent rights following the Family Educational Rights and Privacy Act (FERPA).
- iii. Expulsion: The legal age for expulsion will be revised per G.S. 115C-390.11 regulations.

11. Federal Programming: Barbara Parrish provided an update on the revisions for the following items that will be presented for approval during the July 28, 2015 board meeting:

- i. The Instructional Plan for EC students: The Office of Charter Schools (OCS) recommended revision of this plan to clarify the role and composition of the school's IEP team in regards to instructional planning for EC students. Ms. Parrish will revise the plan to comply with OCS recommendations and share in the July 28th Board meeting.
- ii. Policy Manual: The Office of Charter Schools (OCS) recommended revision of the policies and procedures for EC students to clarify the role and composition of the school's IEP team. Ms. Parrish will revise the plan to comply with OCS recommendations and share in the July 28th Board meeting.

12. Moved to Closed Session

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

MOVED: To a closed Session at 9:40 p.m. to discuss facility recommendations.

13. Closed Session Ended

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

Moved: To end the Closed Session at 10.27 p.m.

14. Financial Reports: Jason Cole and Terrance McCaffery presented an updated budget reflecting a revised enrollment that will be submitted to the Office of the Charter Schools (OCS) and Department of Public Instruction (DPI) to satisfy upcoming check points for enrollment and operational readiness.

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

MOVED: To ratify the 2015-2016 fiscal year budget to reflect the current projected student enrollment of 151.

Adjournment:

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

MOVED: To adjourn the meeting at 10:31 p.m.

Meeting Reminders:

The next board meeting will take place on **July 28, 2015 at 7:30 p.m.** by teleconference to review and approve the remaining RTO items due to the OCS on August 3, 2015.