



**Board of Directors Meeting
March 5, 2015**

A meeting of the Board of Directors of VERITAS Community School was held at 7:00 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:

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|-----------------------|------------------------------|
| ▪ 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 7:10 p.m.

Katy Ridnouer joined at 7:29 p.m.

Guests: None

Call to Order:

The meeting was called to order at 7:05 p.m. by Vice Chairperson, Ramesh Nayar.

Minutes Approval:

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

MOVED: To accept the February meeting minutes as written.

Treasury Approval:

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

MOVED: To accept the February Financial Statement as written.

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

MOVED: To accept the TeamCFA Promissory Note as written.

3. Terrance McCaffery advised the limit for the school's credit card was increased to \$10,000.

Business:

1. Public Comments: None.
2. Lottery Practice: A lottery practice session was held in preparation for the lottery scheduled for March 10, 2015.

Report Outs:

1. Enrollment: Katy Ridnouer provided an update regarding enrollment:
 - i. Enrollment: We have had a strong interest in Kindergarten with almost 50% of the applications received to date. It has been somewhat difficult to reach families with older school aged children; however, we have increased our marketing efforts and recent advertisements included an outreach to the Hispanic community, to the general population in a director that is free for parents, an online resource for parents, community newsletters, social media outreach via targeted Facebook ads and NextDoor posts, and flyers posted at area parks, recreation facilities, churches, businesses, and YMCA's.
 - ii. Lottery: Our enrollment process ends on March 8th, and if we do not exceed 200 applications at that point, we will accept all of the applications and begin the process of notifying the families of their acceptance into VERITAS.
 - iii. Strategic efforts post-March 8th: We will continue to focus our marketing efforts with our intended audience and will look for some Saturday activities where we can continue to showcase the uniqueness of our school.
2. Personnel: Katy Ridnouer discussed the results of the interview process that she and Lisa Mancini have been conducting for several months:

- i. The school leader has been determined and at least 75% of all staff members have been interviewed and identified for hire. A mock classroom will be set up at the school on March 28th wherein the candidates will be tasked with teaching a lesson for 15 minutes, and during that time they will demonstrate their understanding of VERITAS' mission by integrating movement into the lesson. The classroom setting will include children slated for grades K-5 so that Katy and Lisa can observe the interaction between the "teacher" and the "student". Lunch will be prepared and served by a local caterer and the menu and preparation process will follow our Nourish to Flourish policy. The caterer is also a potential vendor to provide the school's meal program and has been asked to follow the health and wellness guidelines. All board members are invited and encouraged to attend if they are available.
 - ii. There are no anticipated issues with hiring any remaining staff before the beginning of the school year.
 - iii. We have identified a candidate for the position for a licensed special education teacher.
 - iv. Katy provided an overview of the Beginning Teacher Support Plan that will be presented for a final vote in the April Board meeting.
 - v. Barbara Parrish presented the Licensure Renewal Plan that will be presented for a final vote in the April Board meeting.
3. Student Accountability: Barbara Parrish provided an update for the following:
- i. Location for Student Records: Our records retention policy mirrors the CMS policy and was provided for review. The office space for the Executive Director can house all secured records in locked and fire proof cabinets. We will also need to house an electronic version in a secure location within the school's website. We will utilize our partnership with TeamCFA and work with their Technology area to assist.
 - ii. Procedures: The procedures are under development for requesting records from the sending LEA and a plan for implementation for EC and/or 504 testing accommodations. They will be presented for approval during the April board meeting.
4. Instructional Program: Barbara Parrish, Lydia Garza Olmsted and Tracy Mott presented updates for:
- i. After School Program: Lydia presented a draft of the VERITAS After School Enrichment Program (VSAP) policy and will provide a final copy to be presented for approval during the April board meeting.
 - ii. Professional Development: Barbara provided an outline and schedule of the SBE approved Professional Development plan that will need to occur prior to the first day of school. She will align the PD goals with the Teaching Standards and present a final copy for approval during the April board meeting.

- iii. Classroom Policies: These have been developed and reviewed and will be presented for approval during the April board meeting.
 - iv. Student Behavior: The plan has been established and will be compared with the CMS plan to ensure they align; a final copy will be presented to the board for approval during the April meeting.
 - v. Health Plan: Tracy continues to work on the health plan, PE plan and in-class movement plan; a final copy will be presented to the board for approval during the April meeting.
5. Instructional Plan: Barbara Parrish provided an update to the Curriculum Scope and Sequence for all grades and subjects:
- i. Master List: A draft of the master list has been prepared and is under review to ensure all necessary materials will be ordered and received onsite prior to the opening of the school.
6. Student Transportation Plan: Ramesh Nayar provided an update on the work that has been completed towards the transportation plan. He has received a quote from Vendor 1. It is an all-inclusive fee which can be divided into a payment plan and encompasses a minimum of a 7 mile radius. He is still waiting on a quote from two additional vendors. Student demographics are still in the formative stage, but he is using at least an immediate 5 mile radius. He will provide a draft to the board by the end of April.
7. Facilities: Updates were provided for the following areas:
- i. Insurance Binder for the OCS: Lisa Mancini and Terrance McCaffery have been working with two insurance agencies for employee benefits and various liability and property insurance that will be in effect July 1, 2015. We have been advised that we cannot obtain a quote for the Affordable Care Act Group insurance until we have two full time employees hired. An informal "RFP" request for quotes has been developed and will be sent to a third insurance agency next week to secure three different quoting agencies/vendors. A copy of the RFP will be sent out to the board so they will be aware of the coverage requirements and a folder has been created in Google Docs entitled "Insurance" that will house all of the specifications and quotes. Lisa and Terrance have requested quotes for the Directors and Officers (D & O) Liability to be provided before the April Board meeting; a recommendation for coverage will be made at that time and the board will be asked to approve the coverage to secure and meet our RTO Framework for the May deadline. Lisa is also

- working with the MAS' insurance representative to obtain a "boilerplate" copy of the coverage they carry to ensure there are no gaps or duplications.
- ii. Repairs and Maintenance to Facility (4301 Shamrock Drive): Katy provided an outline of the repairs/maintenance issues for the facility and land that were submitted to the MAS Board on February 26, 2015. She has requested collaboration between the MAS Board and the VERITAS Board to develop a plan/timeline to ensure all repairs and maintenance have been completed in advance of the school opening in August. VERITAS board members are encouraged to apprise Katy of any repairs or issues that may not be included on the current list.
 - iii. Mecklenburg County Meeting: Ramesh Nayar and Terrence McCaffery provided a review of their meeting on February 18, 2015 with various County officials to discuss the Certificate of Occupancy (CO) for VERITAS. There is a current CO on file for the building certified to operate as a school and since there are no major structural changes being made, the officials did not have any issues or concerns. Terrance asked the group as to whether the county would issue a new CO for VERITAS, and he was directed to the county's Business Licensing unit for additional dialogue. The Food Inspector indicated a temporary operating permit will be initially granted for 180 days. They will need to inspect the kitchen just prior to the opening of the school. Any issues would be documented for remediation and a subsequent inspection would be conducted to certify compliance. The Fire Department did not have a representative at the meeting and it was advised we consult with them to determine whether a sprinkler system is needed. Contact was made after the meeting and a copy of the floor plan will be submitted to the Fire Department by 3/7/15, so they can advise next steps.

8. Remaining Agenda Items

Upon a motion by Katy Ridnouer, seconded by Vanecie Delva and unanimously approved, it was:

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

Adjournment:

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

MOVED: To accept their meeting was adjourned at 10:14 p.m.

Meeting Reminders:

If needed, the Enrollment lottery will take place on March 10, 2015 at **7:00 p.m.** at the regularly scheduled monthly meeting of the VERITAS Community School Board.

The next board meeting will take place on April 14, 2015 at **7:00 p.m.** at VERITAS Community School in Charlotte, North Carolina.

APPROVED