



**Board of Directors Meeting
September 08, 2015**

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:

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|-------------------|------------------------------|
| ▪ Jason Cole | jcole@tjca.org |
| ▪ Vanecie Delva | vanecie.delva@gmail.com |
| ▪ Lisa Mancini | lmancini.veritas@gmail.com |
| ▪ Tracy Mott | tracyobrienmott@gmail.com |
| ▪ Ramesh Nayar | ramnayar76@gmail.com |
| ▪ Barbara Parrish | barbaraparrish2014@gmail.com |
| ▪ Laura Thomas | laurathomas011@gmail.com |

Ex Officio: Katy Ridnouer

Board Advisors: Terrance McCaffery

Guests: None

Call to Order:

The meeting was called to order at 7:30 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 August 5th, August 11th and August 28th meeting minutes as written.

Treasury Approval:

1. Jason Cole and Terrance McCaffery presented the final 2015-2016 budget for 110 enrolled students.
 - i. Upon a motion by Barbara Parrish, seconded by Laura Thomas, and unanimously approved, it was:

MOVED: To ratify the 2015-2016 fiscal year budget to reflect the current student enrollment of 110.

2. Mr. Cole and Mr. McCaffery advised the Finance Committee will meet with Arcadia Northstar, LLC. to review the September month end financial reports. Arcadia will provide monthly financial reports and present to the board beginning with the October board meeting. Ramesh Nayar facilitated a discussion regarding consideration of implementing a threshold for financial adjustments that may need to be made during the school year at the discretion of the Head of School. Mr. Cole and Mr. McCaffery will address this during their meeting with the Finance Committee and provide a recommendation to the board during the October meeting.

Business:

1. Public Comments: None.

Report Outs:

1. Facility Update: Katy Ridnour and Terrance McCaffery provided an update regarding the Seigle Avenue location and the Villa Heights location.
 - i. Ms. Ridnour has secured cleaning and landscaping services for the Seigle Avenue location. A part time Janitor has been hired to clean the school two days a week and a part time Landscaper has been hired to provide outdoor upkeep twice a month.
 - ii. Ms. Ridnour has received the key to the Villa Heights facility and provided an updated timeline to the board regarding the construction of the building. The building permits review will take place on September 11, 2015 and once the permits have been approved, bids will be requested from local contractors for the installation of the sprinkler system. The CMS school board will meet on September 25th for final review of the construction project plan. A final decision for the appropriate contractors will be made by September 30th and construction will begin the first week of October. The construction is expected to take 6 to 8 weeks; realistically, the move to the Villa Heights property will most likely take place during the winter school break. The board discussed the need to have all invoices for construction costs to flow

through the school for approval prior to services rendered; Ms. Ridnouer and Mr. McCaffery indicated they have discussed this need with the Architect/Project Manager and it has been agreed to submit all invoices prior to renovations.

- iii. Some unexpected expenditures have been required for utility deposits because VERITAS is a new school. Ms. Ridnouer has explained to the utility providers that VERITAS is a non-profit organization, but was unable to get the deposits waived.
2. Monthly Head of School Report: Katy Ridnouer provided the monthly school update as follows:
- i. Enrollment: Ms. Ridnouer reported student enrollment has remained steady at 112 students. There has been some attrition with a few students moving to another school and three new students enrolled within the past week. Five students previously enrolled, secured an alternative school before the first day.
 - ii. Grant Funding: The grant money recently received will be utilized in a number of areas including payment for teachers for the second week of professional development conducted in August prior to the opening of the school, salaries for the PE Teacher and Office Manager/Community Engagement Facilitator, Technology, Curriculum and Benefits. The board requested Ms. Ridnouer provide a breakdown of how the funds will be dispersed ; she advised this information will be uploaded in the Board Google Drive for review..
 - iii. Community Involvement: Many parents have indicated they would like to volunteer at the school. Needs/opportunities will be assessed and reviewed and will begin in approximately six weeks. A family event featuring Morning Movement and Lunch for Dinner will be held at the school on September 15th.
 - iv. Curriculum: Core Knowledge sequence has been launched and all the teachers have been trained accordingly. Ms. Ridnouer shared examples and copies of student's work at all grade levels for Writing, Health and Mandarin. Third graders have completed the beginning third grade pre-test and a letter will be created to advise parents of the scores once they have been received. A discussion was held regarding the pros and cons of performing the Dibbles testing as well as the MAP testing. Ms. Ridnouer recommended the Dibbles testing be removed for the 2015-2016 academic year. Board Chairperson Barbara Parrish indicated that if the board were to agree with this recommendation, she would suggest the need for Dibbles testing be reassessed by the Instructional Committee in the spring for the 2016-2017 Academic year.
 - v. Upon a motion made by Barbara Parrish, seconded by Tracy Mott, and unanimously approved, it was:

MOVED: To remove the Dibble testing protocol for the 2015-2016 Academic school year with the Instructional Committee to reassess testing options in the spring and make a recommendation to the Board for the 2016-2017 Academic school year.

- vi. Discipline: One student has received an in-house school suspension for behavioral issues.
 - vii. Teacher Observation/Professional Development: Ms. Ridnour has observed all teachers in the classroom on two occasions. She has provided one on one feedback to the teachers and they have been very open and receptive to the changes recommended. One teacher had some issues with classroom management; Ms. Ridnour was able to observe this teacher on a more frequent basis, made suggestions for implementing some changes and there has been great improvement seen with the teachers' classroom management.
3. Contracts Review: Vanecie Delva provided a status for the Xerox contract. She has been unable to finalize the contract as the vendor requires a co-signer for the contract since VERITAS is a new organization. The board discussed options as to how to secure the contract which included offering a deposit to the vendor and/or asking TeamCFA for assistance. Jason Cole advised he would reach out to our TeamCFA representative, Tony Helton, to determine if they could offer support. Ms. Delva will also reach out to the vendor to offer/negotiate a deposit.
4. Bi-Annual Discussion and Policy Review: Chairperson Barbara Parrish facilitated a discussion regarding the following areas for board review and development:
- i. Board Bylaws: The governance committee will conduct the annual bylaws review and make recommendations for changes to the Board during the October board meeting. The committee should provide a redlined copy in advance of the October meeting to all Board Members for feedback.
 - ii. Board Development: The board will need to schedule ongoing board development activities for the upcoming calendar year.
 - a. Contributions YTD: Committees and membership should be reassessed due to changes with board membership since the committees were created.
 - b. 12 Month Goals: Now that the school has opened, the board will need to reassess the 12 month goals to correlate with governing board responsibilities.

5. TeamCFA Report and Update: Laura Thomas provided an update to the Board on TeamCFA. There are now 10 Charter schools affiliated with TeamCFA in the State of North Carolina. There will be Board training provided this fall in the Ashville area and more locally, after the first of the year. TeamCFA will be hosting a luncheon on Friday, October 2, 2015 for VERITAS Faculty and Board Members and a dinner will be held for the Board Members in January or February of 2016.

Adjournment:

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

MOVED: To adjourn the meeting at 9:05 p.m.

Meeting Reminders:

The next board meeting will take place on **October 13, 2015 at 7:30 p.m.** at VERITAS Community School, 600 Seigle Avenue in Charlotte, North Carolina.