



**Board of Directors Meeting
May 12, 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 |
| ▪ Barbara Parrish | barbaraparrish2014@gmail.com |
| ▪ Katy Ridnouer | katy@ridnouer.com |

Lydia Garza Olmsted was absent.

Guests: Jason Cole, Team CFA
Laura Thomas, Team CFA

Call to Order:

The meeting was called to order at 7:31 p.m. by Chairperson, Katy Ridnouer.

Minutes Approval:

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

MOVED: To accept the April 14th meeting minutes as written.

Treasury Approval:

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

MOVED: To accept the April Financial Statement as written.

Business:

1. Public Comments: None.
2. Election of Board Members: Katy Ridnouer nominated Team CFA Representatives Jason Cole and Laura Thomas as Board Members. Mr. Cole and Ms. Thomas accepted the nomination.

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

MOVED: To accept the appointment of Jason Cole and Laura Thomas as Board Members.

Report Outs/RTO:

1. Enrollment: Katy Ridnouer 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 listing of enrolled Exceptional Children students with a breakdown divided by placement.
2. Required Documentation on File: The documentation noted below will be provided to the Office of Charter Schools:
 - i. Insurance Binder: Lisa Mancini advised that the D & O contract has been issued and a copy will be provided to the Office of Charter Schools.
 - ii. Charter Agreement: Katy Ridnouer reported that she signed this form, had it notarized, and mailed to the Office of the Charter Schools in April.
3. Governing Board Data: The documentation noted below will be provided to the Office of Charter Schools:

- i. Board Training: Katy Ridnouer provided an overview of the Board Training exercises that have been completed by the Board.
 - ii. Exceptional Children (EC) Policies: Barbara Parrish provided an update on the EC policies and will present the final version at the May 21st board meeting.
4. Facility: The documentation noted below was presented by Terrance McCaffery and Ramesh Nayar and will be provided to the Office of Charter Schools.
 - i. Certificate of Occupancy (CO): Mr. McCaffery and Mr. Nayar provided an overview of their meeting with the County Inspectors wherein they were advised that since VERITAS is going to use the facility for the same purpose of a school that it was originally zoned for, there are no additional requirements to continue to use the facility as a school. The county business office advised that a new CO was not required since the existing CO would cover the purpose of the facility. Terrance will confirm with the Office of Charter Schools that we have satisfied all of the requirements for a CO.
 - ii. Fire Department: The Charlotte Fire Department was not in attendance at the county meeting and VERITAS reached out to them separately to inquire about their requirements. Although the issue of requiring a sprinkler system was broached, there was no overt mention of that from the Fire Department. VERITAS will seek a fire safety inspection once commencement of the lease as taken place. Any remediation will be completed prior to the school opening in late August.
 - iii. Food Inspector: An inspection of the schools food preparation and serving area will need to be conducted prior to opening the school and a temporary operating permit procured. Any findings will need to be remediated within 180 days with a re-inspection.
 - iv. Traffic Control: No additional requirements were indicated since the facility will continue to be used as a school. This may need to be revisited as the school continues to grow over the coming years and as the traffic pattern changes.
 - v. Contingency Plan: Two locations have been identified for temporary and/or short term durations that have served as the home of other charter schools; one other location will be pursued to determine availability and will be reported during the next board meeting.
5. Finances: The documentation noted below was presented by Terrance McCaffery and Vanecie Delva and will be provided to the Office of Charter Schools.

- i. Establish Accounting Services: ISIS accounting software will be utilized by the Director of Finance and Reporting. VERITAS will load the software referenced in the Financial Guide; ISIS is web-based and updated browsers will work.
 - ii. New Charter School Cash Management/MSA Training Class: Has been completed.
 - iii. ISIS Training: Registered to participate May 27th and 28th.
 - iv. Establish access to Computer Systems: The CO has been submitted to the OCS and once the CO has been approved, VERITAS can request access to the MAS (Medicaid Adjustments System) Cash System; however, the earliest that we can request access is July 1st.
 - v. Establish \$50,000 Escrow Account: TeamCFA will provide a Letter of Credit; the OCS is defining verbiage for the LOC.
 - vi. Complete school data in EDDIE: Once access has been provided, the school data will be entered; it is unclear when access will be granted.
 - vii. Identify LGC approved CPA firms for annual audit: Four CPA firms have been identified and a final recommendation will be made to the Board during the June meeting.
 - viii. State Retirement Plan and Comprehensive Major Medical Plan: Ratified during the 1/13/15 Board Meeting; VERITAS will not participate in the State's Retirement or Health Plans; we have 30 days after the charter agreement is signed to notify the State of our decision. A breakdown of associated costs will be presented to the board during the May 21st meeting.
 - ix. Amended Budget Plan: Projected budgets, based upon enrollment numbers, will be presented to the Board during the May 21st meeting; the board will approve the amended budget and prepare to send to the Charter School Finance section in mid-July.
6. Student Accountability Plans: The documentation noted below was presented by Barbara Parrish and Vanecie Delva and will be provided to the Office of Charter Schools.
- i. Secure Testing Materials: The final plan will be presented by Ms. Parrish for approval during the May 21st board meeting.
 - ii. Fax Machines and Communication Portals: Ms. Delva has partnered with the TeamCFA Technology team and the team will be ready to go to market for the school website within the next few days; a final plan will be presented for approval during the May 21st board meeting.
 - iii. Security and Confidentiality of EC SPED files and student records: The final plan will be presented by Ms. Parrish for approval during the May 21st board meeting.
 - iv. EC and/or 504 Testing Accommodations: The final plan will be presented by Ms. Parrish for approval during the May 21st board meeting.
 - v. The VERITAS Student Support Plan (VSSP): The final plan was presented to the board for final approval.

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

MOVED: To accept the VERITAS Student Support Plan (VSSP) as written.

7. Personnel: The updates provided below were presented by Katy Ridnouer and Barbara Parrish.
 - i. Staffing: Ms. Ridnouer advised the school leader and over 75% of the staff members have been identified for hire. A spreadsheet of the identified candidates, their work experience and suggested salaries were reviewed by the board. A skeletal staff will be identified to provide an updated census for the group health insurance carriers; recommendations will be presented to the board during the May 21st board meeting. Remaining staff will be identified through a strategic plan and presented to the board by the middle of June.
 - ii. Highly Qualified and Licensed Special Education Teacher: We have interviewed a number of candidates and have identified two individuals.
 - iii. Related Service Providers: Providers have been identified and will be presented during the May 21st meeting.
 - iv. Beginning Teacher Support Plan (BTSP): Although approved in the 3/10/15 Board meeting, Ms. Ridnouer submitted two changes to the BTSP per the advice of the Regional Director and requested approval.
 - v. Upon a motion by Katy Ridnouer, seconded by Ramesh Nayar, and unanimously approved, it was:

MOVED: To accept the Beginning Teacher Support Plan as written.
 - vi. Licensure Renewal Plan: Ms. Parrish advised there were no changes to the overview of the Licensure Renewal Plan presented during the 3/5/15 Board Meeting and recommended approval.
 - vii. Upon a motion by Katy Ridnouer, seconded by Lisa Mancini, and unanimously approved, it was:

MOVED: To accept the Licensure Renewal Plan as written.
 - viii. Remove Chef as FTE: The Chef position will be removed from the school and organizational chart since we will utilize a third party to provide the schools food service program.
 - ix. School Leader name change: It was suggested the school leader name be changed from “Executive Director” to “Head of School” since there has been some confusion with parents.

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

MOVED: To accept the removal of the Chef position and change the name of the school leader to Head of School.

- 8. Transportation Plan: Ramesh Nayar provided an update to the transportation plan; he continues to research additional options including the purchase of a bus, shared transportation with another school and implementation of a walking school bus. He will continue his research and contact the Transportation Division at DPI to obtain feedback regarding the plan.
- 9. School Safety: Terrance McCaffery and Ramesh Nayar advised all local inspections have been completed with no remediation identified. The School Safety Plan will be presented for approval by Katy Ridnouer during the May 21st board meeting.

10. 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 May 21, 2015 Board meeting.

Adjournment:

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

MOVED: To adjourn the meeting at 10:12 p.m.

Meeting Reminders:

The next board meeting will take place on May 21, 2015 at **7:30 p.m.** at VERITAS Community School at 4301 Shamrock Drive in Charlotte, North Carolina. Board Members are asked to arrive at **7:15 p.m.** for a Morning Movement demonstration by Tracy Mott.