



**Board of Directors Meeting
November 25, 2014**

A meeting of the Board of Directors of VERITAS Community School was held at 7:30 p.m. at 2943 Providence Trail Ln Charlotte, North Carolina 28270.

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 |
| ▪ Terrance McCaffery | terrance.mccaffery@gmail.com |
| ▪ Katy Ridnouer | katy@ridnouer.com |
| ▪ Lisa Mancini | lmancini.veritas@gmail.com |
| ▪ Ramesh Nayar | ramnayar76@gmail.com |
| ▪ Barbara Parrish | barbara-parrish@att.net |
| ▪ Tierney Everhart | tierney.everhart@gmail.com |

Vanecie Delva exited the meeting at 9:00PM.

Call to Order:

The meeting was called to order at 7:30 p.m. by Chairperson, Katy Ridnouer.

Minutes Approval:

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

MOVED: To accept the November 11, 2014 meeting minutes as written.

Policies:

1. Governance:
 - a. Ramesh Nayar introduced and reviewed the Governance policies. The board discussed and agreed to make the following modifications to the following policies:
 - Board Operational Policies and Committees: Add the definition of committees in the Board Operational Policies. Clarify that the Governance Committee functions as the Executive Committee.
 - Grievance Policy: Create an email address directed to the Board Chairman for all grievances regarding the Executive Director.

- Criminal Background Checks: Changes that our policy in this area mirrors those developed by Charlotte Mecklenburg Schools.
 - Bylaws: Bylaws were approved at the October board meeting.
 - Evaluation tool: Add parents and stakeholders and clarify that paid employees are non-voting members.
 1. In addition, Lisa Mancini suggested and it was decided that the quantifying goals and next steps for both the Executive Director and the board will be added to the evaluation tools for the aforementioned parties.
 - Third Party Agreements Policy: Include a notation that this is not applicable to us, for we have not engaged an EMO or CMO.
- b. Upon a motion by Katy Ridnour, seconded by Lisa Mancini, and unanimously approved, it was:

MOVED: To accept the Governance Policies with stated modifications effective November 25, 2014.

2. Finance:

- a. Terrance McCaffery reviewed the Finance policies. The board discussed and agreed to make the following modifications to the following policies:
- Budget approval:
 1. Clarify if VERITAS follows GAAP and change the approval timeline for the budget presentation to April and for budget approval to May or June.
 - Third party contracts:
 1. Clarify that VERITAS does not have the legal authority to and will not take actions that place the North Carolina state government in debt.
 - Access to Funding:
 1. State that Executive Director approves access to the credit cards and informs the board of the personnel to whom a credit card has been issued.
 - Audits:
 1. Create a policy for keeping and storing financial records.
 - Purchasing:
 1. Prioritize the authorized signers of checks from the VERITAS account in the following order: Executive Director, Treasurer, and the Board Chairperson.
 2. Clarify that credit cards are to be paid in full unless approved by the Executive Director.
 - Federal Funds:
 1. Omit the section 5540.1, Credit Card, in Finance Policies.

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

MOVED: To accept the Finance Policies with stated modifications effective November 25, 2014.

3. Student Accountability:

- a. Barbara Parrish presented the testing policy and plan.

- Testing Policy:
 1. The policy emphasizes the necessity of having appropriate locations and personnel to ensure the security of testing materials and the secure handling of testing materials by a state-trained testing coordinator.
- Testing Calendar:
 1. The board discussed the draft of the testing calendar and analyzed the schedule of the testing dates and grades, and it was supported with the request to investigate the timeline for AIG testing and to determine a threshold for students retaking MAP testing mid-year.
 2. The definitions and full names of the tests will be included and aligned with the VERITAS Special Services Plan.
- Testing/Accountability coordinator job description
 1. The responsibilities for this position have been made part of the responsibilities for the Director of Finance and Reporting.

4. Personnel:

- a. Lisa Mancini led a discussion with the board of the employee policies. The board agreed to make modifications to the following policies:

- Official Employee Agreement: The board reviewed and agreed with the policy.
- Hiring and Recruitment Policy:
 1. Omit the criminal history.
 2. Clarify that potential employees are eligible for hiring if there is a difference between their application and the educational history.
 3. Edit language to define non-eligible employees as ones with a previous license or certification suspension per NC statute.
 4. Remove hiring process flow charts and include them as appendices to the employee policies.
 5. Define eligible employees in regard to their application and educational history.
- Termination: No changes suggested.
- Staff Evaluation Policy:

1. The Board reviewed and discussed the policy and rubrics for employees.
- b. Tierney Everhart received feedback from the board's discussion of the employee handbook.
 - Employee Handbook: The board suggested to edit the Employee Handbook to omit information that is included in Personnel policies.
 1. Remove Criminal History, Educational History, and Background Checks.
 2. Change the word "termination" to "separation" throughout the document.
 3. Clarify the differences in exempt and non-exempt employees.
- c. Upon a motion by Katy Ridnour, seconded by Ramesh Nayar, and unanimously approved, it was:

MOVED: To accept the Employee Policies with stated modifications effective November 25, 2014.

5. Instructional Programming:
 - a. Barbara Parrish reviewed the school calendar and the school day length with the board.
 - Create a statement to reflect our alignment with the CMS' school calendar.
 - Re-evaluate the school's hours of operation to best meet the needs of the community and ensure that we have sufficient time to meet our students' needs.
 - b. Upon a motion by Katy Ridnour, seconded by Ramesh Nayar, and unanimously approved, it was:

MOVED: To accept the School Calendar with stated modifications effective November 25, 2014.

6. School Safety
 - a. Tierney Everhart explained that the School Safety Policies were aligned with the Health and Safety Handbook.
 - b. Upon a motion by Katy Ridnour, seconded by Barbara Parrish, and unanimously approved, it was:
 - c. **MOVED: To accept the School Safety Policies as written effective November 25, 2014.**

7. Operations
 - a. Katy Ridnour reviewed the Admissions and Enrollment policies.
 - b. Tierney Everhart reviewed After School policies.

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

MOVED: To accept the Admissions and Enrollment Policies as written effective November 25, 2014.

Other Business:

1. Potential Board Members:
 - a. The board discussed the membership of Lydia Olmsted and Tracy Mott and were supportive of inviting them to join the board.
 - b. The vote for their membership in the board will be on the January board meeting agenda.
2. Facility
 - a. Shamrock A: The board evaluated a leasing proposal for the property then proposed and established new negotiations for the lease proposal.

Adjournment

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

MOVED: To accept their meeting was adjourned at 11:05 p.m.

Meeting Reminders:

The next board meeting will take place on December 9, 2014 at 7:30 p.m. at Alfred Williams and Company at 505 S. Cedar Street in Charlotte, North Carolina.