



**Board of Directors Meeting
October 13, 2015**

A closed session of the Board of Directors of VERITAS Community School was held between 9:09 p.m. and 10:20 p.m. at VERITAS Community School, 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@board.veritascommunityschool.org
- Vanecie Delva vdelva@veritascommunityschool.org
- Lisa Mancini lmancini@board.veritascommunityschool.org
- Tracy Mott tmott@board.veritascommunityschool.org
- Ramesh Nayar rnayar@board.veritascommunityschool.org
- Barbara Parrish bparrish@board.veritascommunityschool.org
- Laura Thomas lthomas@board.veritascommunityschool.org

Ex Officio: Katy Ridnouer

Board Advisors: Terrance McCaffery

Guests: None

Call to Closed Session:

The closed session was called to order at 9:09 p.m. by Chairperson, Barbara Parrish.

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

MOVED: To go in to a Closed Session at 9:40 p.m. and to discuss personnel changes.

2. Head of School Personnel Changes: Katy Ridnour advised that two teachers have resigned which has left the Kindergarten team with teacher vacancies. Ms. Ridnour has started to recruit and schedule interviews for potential candidates and will advise the board when a decision has been made to fill those positions. A lengthy discussion was held regarding the strategy of how to communicate to the parents of a Kindergarten student, as well as the remainder of the parents. Ms. Ridnour will formulate a letter to the parents advising them of the resignations and reiterate the needs of the children are a priority. She will also offer to meet with any parent in a one on one setting. It was suggested a Frequently Asked Questions (FAQ's) document be sent with the letter addressing some of the anticipated concerns. Ms. Ridnour will also develop a transition plan that will include a card or note left by the resigning teacher to provide an overview of the classroom and students for the new teacher. Laura Thomas offered to conduct the exit interviews for the two teachers that resigned.

3. Upon a motion made by Barbara Parrish, seconded by Jason Cole and unanimously approved, it was:

Moved: To end the Closed Session at 10:20 p.m.



**Board of Directors Meeting
October 13, 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:

- | | |
|-------------------|------------------------------|
| ▪ 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.

Business:

1. Public Comments: None.

Minutes Approval:

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

MOVED: To accept the September 8, 2015 meeting minutes as written.

Treasury Approval:

1. Jennifer McCluney, Operations Manager with Acadia Northstar, LLC, provided a detailed overview of what items will be included in the monthly financial statements and made suggestions to the Board regarding best practices for budget and cash flow.
 - i. Upon a motion by Jason Cole, seconded by Ramesh Nayar, and unanimously approved, it was:

MOVED: To accept the September Financial Statement as written.

Report Outs:

1. TeamCFA Report and Update: Laura Thomas reported a luncheon was hosted by Team CFA on Friday, October 2, 2015 for VERITAS Faculty and Board Members and was well attended. The Challenge Foundation Board will transition from family governance to board governance at the beginning of 2016. TeamCFA will be facilitating a Board Governance Training session on January 30, 2016 in Charlotte; all board members should attend.
2. New Member Recruitment: Jason Cole discussed Board member recruiting and suggested the board post open positions on the schools website and have an application process to be followed by all interested parties. Board member bio's should be posted on the website and onboarding training should be provided for new board members. Board Chairperson Barbara Parrish discussed the need to develop a Board Member Handbook that will include all aspects of recruiting and onboarding.
3. Monthly Head of School Report: Katy Ridnour provided the monthly school update as follows:
 - i. Enrollment: Ms. Ridnour reported student enrollment is at 101 students. There has been some attrition with a few students moving to another school and a few others that secured a spot with other schools where they had previously been on a waiting list.
 - ii. Curriculum/Testing: The third grade pre EOG scores were received and were slightly higher than the state average. MAP testing will be completed for reading. The Mandarin teacher has developed a curriculum that has been approved by Ms. Ridnour.

- iii. Teacher Observation/Professional Development: Ms. Ridnouer has been observing teachers in the classroom and provides one on one feedback with suggestions for areas of improvement and mentoring opportunities for areas of strength. The staff has responded favorably with the ongoing feedback and coaching sessions.
 - iv. Community/Parent Involvement: There are two open houses scheduled over the next couple of months. The first is scheduled for 11/17/15 and the second is scheduled for 1/19/16. The first Parent University was held, there was a cleanup day on 9/12/15, and a Family Fit night has been scheduled for 11/3/15. Several parents have volunteered for room parent coordinators.
 - v. Miscellaneous: After school programs and activities have started, clubs have been formed and a reading buddy program has been established. Picture day has been scheduled for later in the month. Based upon the needs of the students, the bus route has been revised.
4. Facility Update: Jason Cole provided an update on the Villa Heights renovations. Jason has been meeting with the Challenge Foundation Project Manager, Charlie Garcia, every couple of weeks to review the status of construction. Although the project is behind schedule by a couple of weeks, there is a 45 day “cushion” which should still allow us to move into the property over Christmas break.
5. Contracts Update: Katy Ridnouer indicated the Landscaping contract has been reviewed and approved by the Finance Committee. The Xerox machine should be delivered by the end of the week.
6. Fundraising: Vanecie Delva advised the board that Laura Thomas will be joining the Fundraising Committee. The board needs to implement a development plan for 2016; research shows that schools that have a strong development plan receive about 20% more funds than those that don't. The goal for 2016 is to raise \$70,000. Ms. Delva suggested the school sponsor a New Year's 5k/Ribbon Cutting Event and she has included VERITAS in the Bloom project, a Google sponsored event scheduled for 12/3/15.
7. 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 9:09 p.m. to discuss personnel updates.

8. Closed Session Ended

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

Moved: To end the Closed Session at 10:20 p.m.

Adjournment:

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

Moved: To adjourn the meeting at 10:24 p.m.

Meeting Reminders:

The next board meeting will take place on **November 10, 2015 at 7:30 p.m.** at VERITAS Community School, 600 Seigle Avenue in Charlotte, North Carolina.

APPROVED