

**Approved Minutes**  
**REGULAR BOARD MEETING**  
**BOARD OF DIRECTORS**  
**Nevada Virtual Academy**  
**Tuesday – August 30, 2016**  
**5:00pm**  
**NVVA Blended Learning Site**  
**4801 S. Sandhill**  
**Las Vegas, NV. 89121**

*Persons wishing to attend via conference call may do so by calling the Nevada Virtual Academy Office 24 hours in advance at 702-407-1825 for phone number and passcode. Posted on 8/25/2016 on [nvva.k12.com](http://nvva.k12.com), on [www.notice.nv.gov](http://www.notice.nv.gov), and at physical locations of 5175 E. Tropicana Ave., Las Vegas, NV 89122, 4801 S. Sandhill, Las Vegas, NV 89121, 3521 N. Durango, Las Vegas, NV 89129, and 1 E. First Street, Reno, NV 89501.*

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Nevada Virtual Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas and supporting documents are available to all audience members at the door to the meeting, by requesting the agenda from the Karen Richardson, Secretary to the Board (702-407-1825 ext. 7016) or on the School’s website at: <https://nvva.k12.com>.
  - a. Presentation materials discussed during the meeting may be viewed by using the following link and access code: <https://join.freeconferencecall.com/nvvaboard> Online meeting ID: nvvaboard
2. “Requests to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” Speakers may also request to be placed on “Speakers List” by calling the School’s Office (702-407-1825 ext. 7016) seventy two hours in advance of the meeting.
3. The “Oral Communications” portion is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not take action. These presentations are limited to three (3) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item. Written public comments can be provided to Karen Richardson up to two hours prior to the scheduled meeting via email to [krichardson@nvvacademy.org](mailto:krichardson@nvvacademy.org).
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly agenzed and publicly noticed, the Board can respond, interact, and act upon the item.
7. Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order at 5:02 PM

**B. ROLL CALL**

Member	Title	Term	Present In Person OR Telephone	Absent	In	Out
VACANT	President	2018				
Mr. Richard Gordon, Esq.	Vice President	2018	T/IP		5:00/5:35	6:41
Mrs. Sarah Hoffman	Secretary/Treasurer	2018		X		
Dr. Anne Mendenhall	Member	2017	T		5:00	6:41
Mrs. Samantha Morris	Member	2016	IP		5:00	6:41
VACANT	Member	2016				
VACANT	Member	2016				

**C. FLAG SALUTE**

Motion for a flexible agenda by Mrs. Morris. Second by Dr. Mendenhall. Motion passed unanimously.

**II. PUBLIC COMMENT**

**A. ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

No individual comment shall be for more than three (3) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

There were no oral communications.

**B. APPROVED PRESENTATIONS:**

K12 Marketing Update – Executive Vice President of Marketing, Sameer Kasargod; and Western Region Director of Marketing, Natarsha Bryant

**III. INFORMATION ITEMS**

**A. HEAD OF SCHOOL’S REPORT: Orlando Dos Santos**

1. School Improvement Grant Update
  - a. Mr. Dos Santos shared that McCrel has been onsite meeting with the HS Administrative team to schedule professional development.
2. Eastern Office Subleasing Update
  - a. Mr. Dos Santos explained the Supreme Lending was not able to occupy the space on Aug 22<sup>nd</sup> as hoped for and that the new sublease is being rewritten between both attorneys and will need to be approved by the board before it can be authorized for occupancy.

3. State Public Charter School Authority meeting update
  - a. Mr. Dos Santos stated that the Charter Authority has approved the official change of address to the Sandhill location pending final approval of the charter contract; he also stated that the SPCSA requested that NVVA adjust school goals to include the ACT Aspire which will require tracking students as they move from grade to grade. This will allow more accurate data to be tracked for school and student improvement goals.
  - b. Mr. Gordon shared that the timeline on the revised Charter Contract is September 18, 2016. An emergency board meeting will need to be held prior to that date for the board to review the proposed Charter Contract before the submission date.
4. Mrs. Lydia Todd informed the board members that K12 had conducted a Quality Review of K12 invoices and discovered charges in the amount of \$6,783 that were an over-charge. Those charges are being issued as a credit for September and will be reflected in the September 2016 financial report submitted to the board.

**IV. PREVIOUS BOARD MINUTES**

Review and possible approval of the minutes from the July 26<sup>th</sup>, August 1<sup>st</sup>, and August 18, 2016 board meetings.

Dr. Mendenhall pointed out that her term listed on previous minutes in accurate and should read 2017. The previous minutes will be corrected by the school board secretary. **Motion** to approve the minutes of July 26<sup>th</sup>, August 1<sup>st</sup>, and August 18<sup>th</sup> with the proposed correction by Dr. Mendenhall. Second by Mrs. Morris. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Mr. Richard Gordon Esq		X			
Dr. Anne Mendenhall		X			
Mrs. Sarah Hoffman					X
Mrs. Samantha Morris		X			
Mr. Mauricio Molina				X	
VACANT					
VACANT					
<b>Motion</b>	Carried (X )	Not Carried ( )	Vote, (A <b>3</b> ) (N ) (AB <b>1</b> )		Tabled ( )

**V. CONSENT AGENDA ITEMS**

*(Information/Possible Action/Public Comment -If discussion is needed on any item then it shall be placed in Scheduled for Action IV)*

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Head of School recommends approval of all consent agenda items.

- Licensed Staff Contracts
  - HS – Kristen Forsyth; Stephen Zirpoli
  - MS – Tracy Edwards; Jill Gaskill; Suparit Suksangosophon
  - ES - Michelle Anglesey
- 2016-17 Employee Handbook
- 2016-17 Student/Parent Handbook

Motion by Mrs. Morris. Second by Dr. Mendenhall. Vote 3/0

**VI. SCHEDULED FOR POSSIBLE ACTION**

*(Information/Possible Action/Public Comment on the following voting items)*

**A. BUSINESS**

**20160830-01\_IV-BDRPT** *(for possible action)* **Consideration to Approve Mr. Mauricio Molina as a Board Member to Fulfill the Remaining Term Vacated by Former Member Mrs. Beth Wells in the Education Section. The Current Term expires June 2017. This is a Two (2) Year Term Assignment.**

The board conducted an introduction of interview with Mr. Molina who shared his background and history in education and finance.

**Motion** by Mrs. Morris approve Mr. Molina as a new board member to serve the remaining term. Second by Dr. Mendenhall. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Mr. Richard Gordon Esq		X			
Dr. Anne Mendenhall	2 <sup>nd</sup>	X			
Mrs. Sarah Hoffman					X
Mrs. Samantha Morris	M	X			
VACANT					
VACANT					
VACANT					
<b>Motion</b>	Carried (X)	Not Carried ( )	Vote, (A <b>3</b> ) (N ) (AB )		Tabled ( )

**20160830-02\_IV-BDRPT** *(for possible action)* **Consideration to Elect the Officers of the Board for the 2016-2017 School Year. Positions to be elected are President, Vice President, and Secretary/Treasurer. These terms will be effective August 1, 2016 through July 31, 2017.**

**Motion** by Dr. Mendenhall to maintain the current board officers and postpone election of board officers until a later date. Second by Mrs. Morris. Motion passed unanimously to table this item.

Member	Motion	Aye	No	Abstain	Absent
Mr. Richard Gordon Esq		X			
Dr. Anne Mendenhall	M	X			
Mrs. Sarah Hoffman					X
Mrs. Samantha Morris	2nd	X			
Mr. Mauricio Molina					
VACANT					
VACANT					
<b>Motion</b>	Carried (X )	Not Carried ( )	Vote, (A ) (N ) (AB )		Tabled ( X )

## B. PERSONNEL

**20160524-03\_IV-BDRPT (for possible action) Consideration Approve the Position of Learning Strategist as a Critical Labor Shortage Designation Allowing Nevada Virtual Academy to Hire a Retired NVPERS Member to Fill the Position. This would be a Two (2) Year Designation.**

Mr. Dos Santos explained that it has been difficult to fill the position of Learning Strategist due to the experience requirements needed. In order to fill the position NVVA will need to look at hiring a teacher who has retired and is collecting their NVPERS.

**Motion** by Mrs. Morris to approve the Learning Strategist as a Critical Labor Shortage designated position to allow the school to recruit a retired teacher for the vacancy. Second by Dr. Mendenhall. Motion passed unanimously.

Member	Motion	Aye	No	Abstain	Absent
Mr. Richard Gordon Esq		X			
Dr. Anne Mendenhall	2 <sup>nd</sup>	X			
Mrs. Sarah Hoffman					X
Mrs. Samantha Morris	M	X			
Mr. Mauricio Molina		X			
VACANT					
VACANT					
<b>Motion</b>	Carried (X )	Not Carried ( )	Vote, (A 4 ) (N ) (AB )		Tabled ( )

## VII. ITEMS SCHEDULED FOR INFORMATION

School Balance Sheet: Paul Mazzarella, K12 Senior Director, Finance

Mr. Michael Ronquillo and Mrs. Lydia Todd presented the July 2016 Financial Report

School Credit Card Review: Sarah Hoffman, NVVA Board Secretary/Treasurer

Mrs. Hoffman has reviewed the school credit card statement and has found no discrepancies or unauthorized charges.

## VIII. CLOSING PROCEDURES

- A. PUBLIC COMMENTS: No individual comment shall be for more than three (3) minutes. Board members may respond to comments however no action can be taken. The Board may give direction to staff following comment.

There were no public comments.

B. BOARD DISCUSSION - SUGGESTIONS FOR FUTURE AGENDA ITEMS:

Mrs. Morris shared her experiences with the new school onboarding and congratulated the Elementary team for doing a great job in welcoming students and parents.

The sublease at Eastern and the charter contract will need a special meeting held within the next two weeks. A tentative date of September 13 was set.

A board retreat needs to be scheduled in October between the 17<sup>th</sup> and 22<sup>nd</sup> when Dr. Mendenhall will be in Las Vegas. The board members will discuss scheduling of this item.

C. ADJOURNMENT

Motion to Adjourn by Mrs. Morris. Second by Dr. Mendenhall.

Meeting was adjourned at 6:41 PM.