

**Minutes of the
North Carolina Charter Schools Advisory Board Meeting
July 22, 2019
NC Association for Public Charter Schools Conference
Harrah's Cherokee Resort & Convention Center
Locust Room
10AM – Noon**

Attendance/NCCSAB	Joel Ford - <i>Absent</i> Joseph Maimone Phyllis Gibbs - <i>Absent</i> Sherry Reeves Cheryl Turner - <i>Absent</i> Lynn Kroeger - <i>Absent</i>	Alex Quigley Jeannette Butterworth Steven Walker Heather Vuncannon Lindalyn Kakadelis
Attendance/SBE/DPI	<i>Office of Charter Schools</i> Dave Machado, Director Ashley Baquero, Consultant Shaunda Cooper, Consultant Danielle Allen, Consultant Jay Whalen, Consultant Joseph Letterio Maimone, Consultant Jamelia El-Shahid, Consultant	<i>Attorney General</i> <i>SBE Attorney</i>

CALL TO ORDER

- The North Carolina Charter School Advisory Board (CSAB) meeting was called to order at 10:00 am by Chairman Alex Quigley who read the Ethics Statement and CSAB Mission Statement. Mr. Quigley led the Pledge of Allegiance.
- Mr. Quigley welcomed the new CSAB members Mr. Joel Ford and Ms. Jeannette Butterworth. Mr. Dave Machado, Director of the Office of Charter Schools (OCS), introduced Mr. Dave Stegall, the new NC Department of Instruction Superintendent of Innovation.

Motion: To approve the June 10, 2019, June 28, 2019, and July 8, 2019 meeting minutes.

Motion: Steven Walker

Second: Sherry Reeves

Vote: Unanimous

Passed

Failed

Motion: To approve the July 2019 CSAB meeting agenda.

Motion: Bruce Friend

Second: Heather Vuncannon

Vote: Unanimous

Passed

Failed

WELCOME FROM THE NC ASSOCIATION OF PUBLIC CHARTER SCHOOLS

- Ms. Rhonda Dillingham, Executive Director for the NC Association of Public Charter Schools (NCAPCS), welcomed the CSAB to the 2019 Conference.
- Ms. Dillingham thanked the CSAB for holding their July 2019 meeting at the NCAPCS 2019 Conference. Ms. Dillingham spoke about the accomplishments and growth of North Carolina charter schools.
- Ms. Dillingham spoke about the NCAPCS charter application boot camp. She spoke about the importance of charter school work and collaboration.

CHAIR/VICE CHAIR ELECTIONS AND COMMITTEE ASSIGNMENTS

- Mr. Machado led the elections for Chair and Vice Chair of the CSAB. Mr. Steven Walker nominated Mr. Quigley to continue as Chair of the CSAB. The CSAB voted and the nomination was a unanimous approval. Ms. Sherry Reeves nominated Mr. Walker to continue as Vice Chair of the CSAB. The CSAB voted and the nomination was a unanimous approval.
- Mr. Quigley stated he enjoys the work of Chair and appreciates the CSAB's support. He looks forward to the year ahead.

2019-2020 STRATEGIC CALENDAR AND MEETING CALENDAR APPROVAL

- Ms. Ashley Baquero, OCS Consultant, reviewed the next fiscal year's strategic and meeting calendar.

Motion: To approve both the meeting calendar and strategic calendar, subject to change as necessary.

Motion: Steven Walker

Second: Lindalyn Kakadelis

Vote: Unanimous

Passed

Failed

NC CYBER ACADEMY (NCCA) MONTHLY UPDATE

- Ms. Briget Phifer, Board Chair, spoke about the current transition. She stated meetings with Pearson have concluded. She stated the transition team continues its transition tasks.
- Mr. Leland Davis, Board Treasurer, stated the NCCA board has approved their annual meeting calendar. He stated the school is at 90% staffing and all staff members have health benefits.
- Ms. Phifer stated they are in phase two of providing technology to students and staff. She stated they are working with Phillips to implement the tech program including software.
- Mr. Walker asked what type of computers. Ms. Phifer stated they are HP laptops. Mr. Quigley asked how students qualify. Ms. Phifer stated all families qualify.
- Mr. Walker asked for an enrollment update. Ms. Phifer stated 2298 applicants and another 186 students submitting documentation. She stated there is also an aggressive campaign to reach maximum enrollment, but that has not started. Mr. Walker asked for maximum enrollment. Ms. Phifer stated 2592.
- Mr. Joseph Maimone asked what projected ADM was for the year. Ms. Phifer stated she believes 2592.
- Ms. Vuncannon asked for the attrition rate. Ms. Christina Robinson stated the school retained at least 1900 students from last year.
- Ms. Kakadelis asked how many seniors the school had last year. Ms. Robinson stated 172 and that there are almost 70 students enrolled in summer school to graduate.
- Ms. Phifer stated there are over 2100 students accounts created and over 2700 guardian accounts created in the online system.
- Ms. Domina Blount stated the school is going through transcripts and course requests for high school students. She stated school personnel are calling every student to confirm whether the student qualifies for the chosen courses. Mr. Quigley asked how the process works from the parent's perspective. Ms. Blount stated that communication is made to both students and parents via email and gives instructions about how to log-in and complete courses. Mr. Quigley asked if the school also has instructors for each course offered by Edgenuity. Ms. Blount stated yes, the school selects the courses offered and has staff for each course. She stated that if there is a course that the school does not have staff for, the school has the option of hiring Edgenuity instructors.
- Mr. Friend confirmed that the staff evaluating high school transcripts are NCCA staff, not a partner organization/vendor. Ms. Blount stated yes, the NCCA staff is doing that work.

- Mr. Quigley asked about the teaching staff. Ms. Phifer stated that over 95% NCCA staff returned this year. Ms. Blount stated all teachers have at least one-year experience outside of a virtual setting before coming to NCCA. Ms. Blount stated there is a two-week preservice training for all staff prior to the school year.
- Ms. Reeves asked about laptop use and maintenance. Ms. Phifer and Ms. Robinson stated that the school purchased laptops from a separate company and then the laptops are sent to Philips who configures and sends out the laptops to families.
- Ms. Robinson stated the website is constantly being updated and will continue to change over the next few weeks.
- Mr. Maimone asked if the board has had a July meeting. Ms. Phifer stated no, but they had a special meeting for staffing reasons. She stated they will probably have another one prior to the next scheduled meeting at the end of August. Mr. Maimone asked how vendor contracts are being approved. Ms. Phifer replied that the contracts have previously been approved at earlier board meetings.
- Ms. Heather Vuncannon asked when students begin. Ms. Robinson stated the school has had several orientations and will continue to have more prior to the school year beginning August 26th. Ms. Blount spoke about the orientations and the recordings of orientations that are sent to families.
- Ms. Vuncannon asked how the school knows if students are viewing the orientation materials. Ms. Blount stated that parents and students are required to view materials and answer questions as part of the entrance agreement.
- Ms. Reeves asked about ADM funding. Mr. Machado stated that virtuals are funded on the first and fifth month enrollment. Ms. Robinson spoke about “enrollment membership” for virtual schools.
- Ms. Phifer stated that the first payroll has been completed and executed with the new finance team. She stated the first vendor payments have also been completed with no glitches.
- Mr. Nathan Currie stated that there has been 22k views of the new website, so the school knows the interest is there. He stated the site was just official July 1st. Mr. Currie introduced new administrative staff including Dr. Rebecca Smith, Assistant Superintendent, and Dr. Sue Hatley, Director of Federal Programs/Exceptional Children. He stated that administrative team is fully staffed.
- Mr. Machado asked about student record concerns that OCS has received. Mr. Currie stated that Pearson is using the former number for NCCA, so parents are getting confused when calling the number they are accustomed to using. Ms. Robinson stated that the final test scores were not received until the end of June. She stated Powerschool was back up the first week of July so that caused a delay. Mr. Machado asked about health insurance for staff members. Mr. Currie stated that no one lost health insurance. He stated that Blue Cross Blue

Shield retroactively applied the health insurance. He stated that there is a different health care provider.

- Mr. Machado asked how students are actively monitored for enrollment purposes. Ms. Blount stated there is a two-part system. She continued one is the teacher and the other is the Edgenuity system. She stated that the system shows participation and time in the system and whether the time is active or idle. She stated parents love that piece. Mr. Machado asked if that can be pulled into a report for OCS if needed. Ms. Blount stated yes.
- Mr. Friend asked about teacher requirements for student communication. Ms. Blount stated that teachers have homerooms with no more than 50 students. She stated that the teacher must make contact with each student each month. She stated that each teacher must respond to student/family communication within twenty minutes unless in a meeting or at lunch. Ms. Blount stated teacher communication is monitored closely.

AMENDMENTS

- Ms. Ashley Baquero, OCS Consultant, introduced the current pending amendments: Bishop George W. Brooks Male Academy's request to relinquish, The Exploris School's request to amend its mission statement, Central Park School for Children's request to amend its mission statement, and Essie Mae Kiser Foxx's request to terminate its EMO relationship.
- Mr. Quigley asked why Essie Mae Kiser Foxx wants to end its relationship with Torchlight Academy Services ("Torchlight"). Ms. Baquero read the allegations of contract breaches Essie Mae Kiser Foxx had submitted. The CSAB discussed the amendment and stated that Torchlight probably has a differing opinion as to what occurred, but the contract between the parties could be terminated and Essie Mae Kiser Foxx is making that decision. Ms. Baquero reviewed the charter school's plan to implement programs on its own post-Torchlight management. Mr. Machado stated the school has expressed that because of disagreements with the EMO, the school has been handling most of the services on its own already.
- CSAB members stated they have reviewed materials and are prepared to approve in a joint motion.

Motion: To approve all four July 2019 amendment requests: Bishop George W. Brooks Male Academy's request to relinquish, The Exploris School's request to amend its mission statement, Central Park School for Children's request to amend its mission statement, and Essie Mae Kiser Foxx's request to terminate its EMO relationship.

Motion: Steven Walker

Second: Sherry Reeves

Vote: Unanimous

Passed

Failed

PUBLIC INPUT/POLICY DISCUSSION

- Mr. Walker explained the situation that occurred with the application process this year. He stated that input was not received by Wake County until the very end of the application process after recommendations have been made to the State Board of Education.
- Mr. Walker explained that the board may want to consider creating a policy through the rules-making process that speaks to public input during the application process.
- Ms. Kakadelis asked when we would expect to put that into policy. Mr. Walker stated this fall if possible.
- Mr. Friend asked if LEAs receive notification of pending charter school applications. Mr. Machado stated yes, they are notified and given the opportunity to submit an impact statement. He stated this is no longer required by law, but OCS does this nonetheless. Dr. Danielle Allen stated that only a few are received each year.

OFFICE OF CHARTER SCHOOL UPDATES

- Mr. Machado thanked Donna Roscoe for her help in working with NC Cyber Academy. He stated that the office receives many inquiries regarding the school, and Ms. Roscoe has been very responsive and helpful in assisting OCS.
- Mr. Machado reviewed the previous State Board of Education approvals including amendments and RTO approvals.
- Ms. Shaunda Cooper, OCS Consultant, spoke about the new Charter School Counselor Cohort that has been designed and implemented. She stated the Cohort was created to help charter school counselors network and build on best practices. She stated the Cohort is divided into regions with regional leaders. She stated it is run for counselors, by counselors rather than a required activity. She stated OCS will not oversee the process, instead Brooklyn Winter from Longleaf School of the Arts, will lead the Cohort.
- Mr. Jay Whalen, NC ACCESS Grant Administrator, gave an update on the grant program and ACCESS fellowship. Mr. Quigley asked if the ACCESS team was creating the virtual modules. Mr. Whalen stated yes. Mr. Whalen spoke about how the fellowship program was created and what the team wanted to emphasize in order to meet the goals of the grant. Mr. Maimone asked how the topics and speakers were selected. Mr. Whalen stated the topics were picked based on reviewing other fellowship programs and brainstorming with the team. He stated the speakers were selected by researching experts in areas that are relevant to the fellowship. Mr. Maimone asked if the grant is on-track to spend the money allotted. Mr. Whalen stated yes. Ms. Butterworth asked Mr. Whalen to speak about the evaluation of the program. Mr. Whalen stated it will be a combination of fellow feedback, monitoring, and fellowship portfolios that are created by the fellows. Mr. Whalen stated the entire program will also be evaluated by an external evaluator.

- Dr. Danielle Allen, OCS Consultant, gave an application update. She stated 21 applicants have requested access to the Epicenter portal. She stated the fast-track application closes in a week and the regular timeline application closes at the end of August. Ms. Kakadelis asked how many fast-track applicants Dr. Allen anticipates. Dr. Allen stated she believes there is one fast-track applicant and a few accelerated applicants.
- Dr. Allen introduced CSAB members to the Epicenter portal where board members will review applicant materials. She explained the legislative basis for the Epicenter portal. Dr. Allen conducted an Epicenter introductory training for board members.
- Ms. Baquero explained that all board members have been assigned new DPI email addresses. She stated that starting next week, all OCS communication will utilize those email addresses. She also explained that these email addresses will be publicly available to allow the public to voice concerns/opinions to the board.
- Mr. Maimone spoke about school safety updates and introduced Bo Truman with the DPI Center for School Safety.

ADJOURNMENT

- **Mr. Walker made a motion to adjourn the meeting at 11:55 pm. The meeting adjourned via acclamation.**