

Board of Director's Meeting August 30, 2016 -- 4:30 pm to 6:00 pm

Mission: Cyber Village Academy prepares students to meet the challenge of a rapidly changing world with confidence by helping them to become knowledgeable, caring, and active citizens who value academic rigor, integrity, self-reliance and compassion.

Board members: Robyn Consoer, Amanda Reding, Christy Buxman, Cassie Lepp, David Glick (ex officio) Absent: Cherie Neima, Bilal Dameh

1. Approval of agenda – moved to approve by Christy Buxman w/ correction of Mary Jane Knowles name, 2nd Cassie Lepp Unanimously Approved
2. Approval of Minutes of 5-31-16 moved to approve by Cassie Lepp, 2nd Robyn Consoer, Unanimously Approved
3. Public Comment - Intro of candidates for board, Frank Leo and Emily Eggers
4. Board Business
 - a. new member installation
 - i. Community member - Cheri Neima moved to accept by Christy Buxman, 2nd by Cassie Lepp, Unanimously Approved
 - ii. Parent - Mary Jane Knowles - moved by to accept by Christy Buxman, 2nd by Cassie Lepp, Unanimously Approved
 - iii. Parent - Beth Samy - moved to accept by Christy Buxman, 2nd by Cassie Lepp, Unanimously Approved
 - iv. 2 yr teacher - Lauren Odle - moved to accept by Christy Buxman, 2nd by Cassie Lepp, Unanimously Approved
 - v. Discussion of appointment of candidate – moved to appoint Frank Leo to a 3 year term as a teacher by Mary Jane Knowles, 2nd Beth Samy – Unanimously Approved
 - b. Election of Board Officers
 - i. Chair – Beth Samy moved to volunteer herself, 2nd Cassie Lepp, Unanimously Approved
 - ii. Vice chair – Christy Buxman moved to appoint Robyn Consoer , 2nd by Cassie Lepp, Unanimously Approved
 - iii. Secretary – Christy Buxman moved to appoint Lauren Odle, 2nd by Cassie Lepp, Unanimously Approved
 - iv. Treasurer – Christy Buxman moved to appoint Cassie Lepp, 2nd by Mary Jane Knowles, Unanimously Approved
 - c. Background check forms to new members

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5. Financial report (Joe Aliperto)
 - a. Cassie Lepp (treasurer) has reviewed financial statements, bank reconciliation report, journal entry report, payment register and period balance report for July, 2016
 - b. We ended up slightly ahead of budget at the end of the year 15-16 fiscal year
 - c. We are currently breaking even
 - d. Fund balance around 19%
 - e. Moved by Christy Buxman to accept the corrected financial report, 2nd Cassie Lepp, Unanimously Approved

6. Administrator's report
 - a. Director
 - i. Enrollment 260 (budget based on 265 WADM)
 - ii. Fully staffed – office people and staff 42 employees, still need bus drivers
 - iii. Space/building issues – added 3 classrooms, 90% Knowledge Center 100% art room.
 - iv. Affiliated Building Corporation has been approved – has IRS approval, waiting on MDE (90 days from beginning of August)
 1. Bob Kaufer, Cassie Lepp and Dave Glick are on the board of this corporation
 - b. Sped Director – 32% of general population are Special Ed qualified
 - i. Added 2 teachers and will have 10 paras

7. Student parent handbook
 - a. Changes – added section on busses, clarifications on cheating, dress code, updated grading policy, need to change
 - b. Approval moved by Mary Jane Knowles 2nd Cassie Lepp, Unanimously Approved

8. Employee Handbook
 - a. Changes – added compensation policy and PTO policy, job descriptions, transportation and bussing
 - b. Motion to approve by Cassie Lepp, Frank Leo, Unanimously Approved

9. Job descriptions –
 - a. Director – Moved by Cassie Lepp, 2nd by Christy Buxman to accept David Glick, Unanimously Approved
 - b. Assistant Director - Moved by Christy Buxman, 2nd by Cassie Lepp to accept Nick Rice, Unanimously Approved
 - c. Lead Teacher – Moved by Christy Buxman with clarification on salary to accept Robyn Consoer, 2nd by Cassie Lepp, Unanimously Approved

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- d. Pascal – Moved by Christy Buxman with clarification on salary to accept Sam Peterson-Perlman, 2nd by Mary Jane Knowles, Unanimously Approved
 - e. High School Coordinator - Moved by Christy Buxman to accept Sam Peterson-Perlman, 2nd by Cassie Lepp, Unanimously Approved
10. Q-Comp – Since CVA is increasing the focus on on-line teaching, a 4th observation is proposed to be added to help evaluate this performance. The board recommends using this year to develop this program. Christy Buxman moved to make no changes in teacher evaluation except to allot 5% to school wide goal, 25% classroom goal and 70% Teacher evaluation. 2nd by Cassie Lepp, Unanimously Approved

Other business tabled until next meeting:

- 11. Eighth grade Graduation
- 12. Other business –
 - a. 16-17 Employment Agreements
 - b. Title applications
 - c. Q-comp
 - d. Contract approvals
- 13. Adjournment

Next meeting September 27, 2016

October 27, 2016
November 29, 2016
December 20, 2016
January 31, 2017

February 28, 2017
March 28, 2017
April 25, 2017
May 30, 2017
June 27, 2017 (if necessary for 2017-18
budget approval or other EOY business)