NCAAE Board Meeting

April 24, 2015

1. Called to Order- 11:17am
   1. Thank you to Ken Gattis for the meeting space
2. Review & Approval of Minutes of January 30, 2015
   1. Posted on the website
   2. Question from Cliff Owens about the Publicity Committee responsibility for the Teacher and Administrator of the Year program. The board approved funds for the project. Board decided that the Publicity Committee would work on this process.
   3. Approved unanimously with clarification of the work of the Publicity Committee
3. Treasurer’s Notes
   1. Receipt submitted to Dr. Gwen Johnson-Green, by Ken Gattis for reimbursement from parking passes. Treasurer, Richard Armstrong, wrote check.
   2. Receipt submitted for lunch at the January meeting from Dr. Gwen Johnson-Green. Treasurer, Richard Armstrong, wrote check.
   3. Need to discuss a second person having the ability to write checks at future meeting.
   4. Web Page manager, Sarah Evans, has done an excellent job over the course of the last two years. Board was asked if a one-time honorarium would be due to her.
      1. Since she is not a board member, it was agreed that a small stipend would be appropriate.
      2. Since there was no quorum, there was no vote taken. Board decided to do the vote electronically. ***Kate Faw will create a GoogleForm to vote yes or no and a selection of honorarium amounts ($50, $100, $150). Link will be sent to board with the minutes.***
   5. As of 4-21-15, Balance of $1,978.66
      1. Check #115 for 162.50 went to Cliff Owens for National Alternative Conference
      2. Check #114, which is not cleared yet, went to Gatson County Schools, on behalf of Curt Hovis, to cover National Alternative Conference
         1. Question if Curt Hovis attended the conference. Dr. Gwen Johnson-Green e-mailed to find out for sure. He verified that he did attend.
4. Committee Reports
   1. Updated Committee Lists:
      1. Conference
         1. Julia McCombs
         2. Richard Armstrong
         3. Beth Bradley
      2. Membership
         1. Kate Faw
         2. Diane Heath
         3. Vallerie Jacocks
      3. National Connection
         1. Cliff Owens
         2. Donna Wilde
      4. Publicity
         1. Cliff Owens
         2. Curt Hovis
         3. Susan Gundersen-Stelling
      5. Strategic Planning, Standards, By-Laws, & Procedures
         1. Valoria Burch
         2. Robbie Gupton
         3. Donna Wilde
         4. Paige Marsh
         5. Rev. Bass
         6. Preston Waddell
      6. Need a Committee
         1. Shannon Watkins
         2. Valerie Feezor
         3. Luther Thomas
   2. Conference Committee
      1. Conference November 5th & 6th at the Embassy Suites in Cary, NC
      2. There will be more signage around the facility to aid with directions
      3. The room rates are $119 if registering for the Conference.
      4. Request that a list of shopping and restaurants be available when they register
      5. Need to get more diversity among our presentations. If you know anyone who can present in a session, please share the name at the next meeting.
         1. Cliff Owens volunteered to do the same presentation he did at the National Alternative Conference
         2. ***Ken Gattis can send a list out to all Alternative Schools/Program and can include a list of proposed topics (ex: cell phone policies, bell-to-bell instruction, accountability models, blended education, focus remediation, mental health, RTI, scheduling, student centers, etc.)***
         3. Vendors will be offered the chance to present if they like
      6. We will ask for a DPI person to be at the conference.
   3. Membership Committee
      1. Updated Logos- unanimously approved by Board members present



* + 1. New Brochure & New Flyer shared
       1. ***Kate Faw will e-mail to everyone for replication and distribution***
    2. Electronic Sign-Up for membership and conference using GoogleForm.
       1. **Kate Faw will send the** ***link to the web master, Sarah Evans, to be posted on the website and e-mailed out to all Board members to be shared with everyone.*** The membership form also includes the ability to sign up for the Conference at the same time, or conference and membership registration can be done separately. All forms end with “your registration is not completed until your fees are received by the NCAAE Treasure” and included Richard Armstrong’s mailing address.
    3. The goal is for NCAAE to be THE source for all things relating to alternative education in North Carolina. Therefore, the Membership Committee proposes updating the website to include resources. The Blog is up and running and linked on the website, however there are only 2 articles so far.
       1. ***Board members are asked to submit items for the Blog and Resources Link to Kate Faw*** at [NCAltSchools@gmail.com](mailto:NCAltSchools@gmail.com). She will work with Sarah Evans to update the website and articles.
       2. It was discussed at the last meeting that personal letters should go out over the summer from NCAAE Regional reps to all alternative schools and programs within their area. Letters should include the brochure. DPI’s master list can help identify schools and programs and contact information.
       3. Letter needs to be drafted and sent to Regional representatives. ***Dr. Gwen Johnson-Green will draft a letter and Kate Faw will edit and send out to all regional representatives for distribution to schools/programs and county offices.***
    4. Membership Perks
       1. It is recommended that members receive a 4-page Quarterly Newsletter to include resources, highlights of programs, information regarding the Conference and Awards, and other relevant information.
          1. ***The Publicity Committee will create and maintain the newsletters.***
       2. Push for membership and conference needs to come at the end of June/July.

1. Accountability Model
   1. ***If you have any input on what your school has chosen and why, please consider doing a blog post*** and e-mailing to Kate Faw at [NCAltSchools@gmail.com](mailto:NCAltSchools@gmail.com).
2. Vacant Offices
   1. Vice President needed ASAP. ***Dr. Gwen Johnson-Green will be sending out requests for nominations to the whole Board***.
3. By-Laws and Procedures and Election of Officers
   1. Committee was not present.
   2. Need to have the by-laws in place so we know how long terms are and how long we are elected. ***Dr. Gwen Johnson-Green will contact Valoria Burch regarding the committee’s work towards updated and approved by-laws.***
4. NCAAE Statement of Purpose
   1. In the writing of the membership letter there will be a statement of purpose. ***Dr. Gwen Johnson-Green will draft a purpose. If you have ideas, please contact her with the ideas.***
5. Next Meeting: June 25th, 2015 from 11am-2pm at DPI Office Building