



BOARD OF DIRECTORS REGULAR MEETING

**Merit School of Music
38 S. Peoria, Chicago, IL 60607**

Conference Line: 888-824-5783, passcode 47 254 033 then press then #

WEDNESDAY, JUNE 22, 2016

MINUTES

OPEN SESSION

Call to Order:

Time: 6:32 P.M.

ROLL CALL	LASHONDA MILTON - BOARD SECRETARY	ABSENT/PRESENT
-----------	-----------------------------------	----------------

Board Members:	Angela W. Richardson-Bryant - President	Present
	La Shone Kelly – Vice President	Absent
	LaShonda Milton – Secretary/Treasurer	Present
	Austin Berg	Absent
	Seth Harkins	Present
	Renee Nash	Present

Staff:	Dr. Richard Lebron Head of School	Present
	Farland Jenkins Board Administrator	Present

Introduce Guests: Sarah Berger, K12, Edward DePersis, K12 Finance, Allen Wall, Board Attorney, Kate Jones, CVCS Academic Advisor.

Discussion 1. Public Comments on Agenda Items

- The room number on the agenda was incorrect.

Discussion & Action 2. Accept Agenda

Motion: Renee Nash – **Accept the agenda as stated.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, LaShonda Milton; Aye, Seth Harkins; Aye, Unanimous Aye, Motion Carries.

Discussion: • None.

Discussion **3. Meet in Closed Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body pursuant to 5 ILCS 120/2(c)(1)**

Motion: LaShonda Milton – **Meet in Closed Session for the Purpose of Selection of person(s) to fill a Board position - 5 ILCS 120/2(C) (3).**

2nd: Renee Nash

Vote: Roll Call Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Motion: LaShonda Milton – **Resume Open Session.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Discussion & Action **4. Action on Closed Session**

Motion: Seth Harkins – **Direct the Head of School with regards to the staff member who met with the Board in closed session, to bring requests through the proper Committees, the Academic Committee and Finance Committee, so that the Board as a whole can render a decision after the matter has been filtered through the appropriate committees in the context of larger issues. Request that the school present the employee’s resume, applications, licensures and awards that have received. The Board would then be willing to address those in the Academic and Finance Committee.**

2nd: Renee Nash

Vote: Roll Call Vote – Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Motion: Seth Harkins – **Request the bonuses and the salary increases be presented through the Board’s channels for decision-making - Academic Committee, Finance Committee - so that a decision can be rendered by the Board as a whole at its next meeting.**

2nd: LaShonda Milton

Vote: Roll Call Vote – Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Discussion:

- Thank you to the staff member for meeting with the Board in closed session.
- It is very important that we align ourselves in our decision making

with usual and customary Board structures that contribute to the Board's decision making. That is the reason why this needs to come through the Academic Committee. It is important to be mindful of those procedures so that the Board can render a final decision.

- The Board would like the information for the employee who met in closed session only and for the Head of School to make the presentation.
- The salary and bonus information the Board received is incomplete.
- In regard to the information that the Board needs, it is to be presented by the Head of School. The Board needs information that includes:
 - Salaries of each individual.
 - The total that would be impacted by the increase.
 - The Board needs some distinction brought to categories of proficiency or valuation.
 - There needs to be an explicit definition of distinguished, proficient, adequate and basic.
- The Board will need a narrative and analytic explanation as to how the ratings were arrived at.
- This can be done in the next committee meetings and consider how the increases impact the budget.
- The Board would like to see the number of years of service, licensure, degrees and professional certificates.

Discussion 5. Staff Performance Evaluations

- Item was previously discussed.

Discussion & Action 6. Approval of Meeting Minutes

Motion: LaShonda Milton – **Approve the minutes of the Regular Board Meeting 5/25/16.**

2nd: Renee Nash

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Discussion: None.

Discussion & Action 7. Head of School Executive Report

Motion: LaShonda Milton – **With regard to the related services contracts, once the Board Attorney approved the contracts, management may execute the contracts they have presented.**

2nd: Renee Nash

Vote: Roll Call Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Motion: Seth Harkins – **Authorize the Head of School to proceed with all necessary procedures regarding bringing CVCS into section 504 compliance over the summer and that it is done as swiftly as possible.**

2nd: LaShonda Milton

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

- Discussion:
- Enrollment update as of June 17th:
 - Approved students: 680
 - The lottery was conducted on 6/3/16
 - Applicants - 365
 - Waiting list – 365
 - Seats offered - 147
 - Students waitlisted – 218
 - The overall retention rate is 79.2% as of the end of May. The average retention rate on the report will be called average monthly enrollment percent.
 - Special Education Update
 - Special education reports include:
 - June Full Board Special Ed Update Report
 - Compliance Report Meetings, June17
 - Special Education Timeline 6.17.16 Related Service Providers Update
 - A school psychologist and speech is not available at this time
 - Related Service Providers
 - Management would like to have approval to move forward with related service provider contracts.
 - The contracts could be done over the summer.
 - The cost for the related service providers during the summer is several thousand dollars.
 - The expectation is that there is not a wait to start as long as the services providers are before school starts.
 - Management will need to arrange to get all the service agreements in place.
 - Management will follow up on whether we routinely schedule IEPs and proceed if the families do not attend for the next Board meeting.
 - The Board encourages a practice of setting a reasonable time and date for meeting with a 10 day notice and proceed even when parents are unable to attend the meetings. It is not an effort to deny parents a rightful platform. We must be aware that when it comes to CPS for federal regulations, they are concerned with whether the “box is checked”.

- Getting the related service providers in place is a cost of doing business.
 - Coordination with the Board Administrator and Board Attorney will need to be made so that management can start the related services providers agreements can be started.
 - Everything needs to be in place by the start of the year so that the meetings can start right away at the beginning of the school year.
 - There are service agreements for all the categories.
 - To begin, management needs to be able to complete the agreements by the next meeting.
 - The Board would like for management to contact the CPS liaison and review what the rules of operation are within the context of holding the annual reviews. Amendments have been made to State rules. If reevaluations can be completed before school starts, we can be in compliance. The Board recommends that we spend whatever is needed in order to make sure that we have personnel available as soon as possible.
 - There may not need to be a vote, we need to be in compliance.
 - The Board attorney has several of the service provider contracts and will have completed the reviews by the end of the week and will present to the Board Administrator by the end of the week.
 - The contracts should be executed by management as soon as they are reviewed by the attorney and the changes are made by the providers.
- CVCS Activities update:
 - All School Carnival 6/20 10am – 12 pm
 - Progress Party Animal Show 6/20 9:30-10:30 am
 - Title I funded Tech Camp 6/27 - 7/1
 - THIS SUMMER:
 - Orientations for K-5, MS and HS, TBD
 - Boot Camp for new HS students, TBD
 - K-8 Back to school Expo, TBD
 - Students were presented with scholarships at commencement. It will be discussed in the Academic Committee.

Discussion & Action 8. Finance Committee Report

Motion: LaShonda Milton – **Request management complete the pension fund true-up report by July 5, 2016.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Motion: LaShonda Milton – **Approve the consent agenda items except the K12 price list.**

2nd: Seth Harkins

Vote: Roll Call Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Finance
Committee
Items:

- May, 2016 Financial Reports
- FY 2017 Budget
- Net Asset Reduction Scenarios

- CPS Compliance Calendar Items
 - FY15 May, 2016 ETL Report - Completed
 - School Safety Drill Report - Completed
 - Chicago Teachers' Pension Fund True-up
 - FY 16-17 Lottery Report - Completed

- Consent Agenda
 - Board Administrator Expenses - \$90
 - Legal Fees, May, 2016 - \$2,400
 - Credit Card Charges, May, 2016 - \$900
 - K12 Invoices, May, 2016 - \$241,889
 - K12 Price List

Discussion:

- There was a teleconference on June 20th with the Board Treasurer and K12 Finance to discuss the financial reports.
 - The May reports were reviewed.
 - There is a projection to spend \$230 thousand of the \$290 thousand Title II budget. The \$60 thousand is from unspent field trips, Sylvan and salaries. The unspent funds may not be rolled over to next fiscal year. There is no certainty of next year's allocation.
- The fiscal year 2017 budget takes into account the potential funding reductions.
- The net asset reduction scenario discussion will be tabled.
- The Board Administrator had offered to provide management with assistance in completing the Teachers' Pension Fund true-up report but has not received the information needed to complete the report. The Board Treasurer states that the report needs to be completed by management ASAP. The report was due on March 15th. Management should have the report completed in two weeks. If it is not completed, that is an issue. The Head of School offers to work with the Board Administrator on the report. The percentage on the amount paid was 9% and the amount used for the calculation is 11%.
- If the numbers have not changed from last year, the process is the same.
- The report should not be 2 months late.
- There needs to be a transition period from one person to the next to have policies and procedures in place so that if a person leaves, operations

should not stop.

- The report needs to be submitted by July 5th.
- Going through a management transition does not excuse the fact that the report needs to be complete. The task now is to remediate this and get it accomplished.
- It is the K12 Regional Vice President's understanding is that the report was submitted on March 15th. The Board Administrator received an email from CPS on May 18th requesting the report.
- Management will provide proof that the report was submitted.
- The lottery has taken place already and the report is for information purposes.
- The K12 invoices were not discussed during the conference call.
- The current month's invoices are \$241 thousand.
- The invoices have been paid through March.
- Table the discussion of the K12 price list until next month's meeting.
-

Discussion & Action

9. School Year 2016-2017 Board Meeting Calendar

Motion: Renee Nash – **Request the Board standing meeting calendar for school year 2016-2017 remain as the calendar for school year 2015-2016 with the meetings being held on the 4th Wednesday of each month.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Discussion:

- Meetings are currently held on the 4th Wednesday of each month.
- One member will not be available in July.
- It is possible to change the schedule after submission to CPS.
- The Open Meetings Act requires publication of standing meetings.
- Since there are members not present, it may be a good idea to let the calendar remain as it is currently is.

Discussion & Action

10. Teacher Contract Templates

Motion: LaShonda Milton – **Approve the recommendations made by the Board Attorney to be made to the contract templates.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, Unanimous Aye, Motion Carries.

Motion: LaShonda Milton – **Move agenda items to before the closed session.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye,

Unanimous Aye, Motion Carries.

Discussion:

- The Board Attorney has reviewed the contract template.
- There are a couple of very minor suggested revisions.
- The Board Attorney recommends:
 - Section IV.C., Renewal language that currently states “School intends to give Employee notice of renewal or non-renewal at least thirty (30) days prior to the expiration of the Agreement”. The Attorney proposes that the thirty days be changed to 45 days. The reason for that is that the school requires that if there is going to be a non-renewal the teacher must be given a 45 day notice. Professionally, the sooner the notice is given, the sooner a search can begin for a replacement.
 - Section IV.D. At-Will Employment; The Board proposes as a matter of clarity to add a sentence at the end of the section that states “Employee understands that he/she has no expectation or right to employment beyond the term of this agreement”. The reason for that is that the contracts are year to year.
 - Section V.B. Governing Law; The Board Attorney proposes to add a sentence at the end that reads “Any such legal action shall occur in the Circuit Court of Cook County Illinois”.
- The Board Attorney recommends approval of the suggested recommendations.

Discussion 11. Charter Compliance Letter to K12

- The letter has been sent to K12. It is simply a matter of giving them an opportunity to read it and respond.

Discussion 12. Charter Renewal Update – Compliance Status

- The Board Attorney was requested to review the on-line student application.
- The current application was reviewed and the recommendation is that the student application needs to be redrafted because there are sections of the on-line application that request information according to CPS that is inappropriate until after a seat has been offered. There is other information that is not customized to CVCS. The application asks that applicants consider matching schools which is an anomaly because there is only one hybrid school in CPS. That is not necessary. There is a document that the CPS Department of I & I has provided to the school that actually provides the information that should appropriately suggest the information that should be on the application. The Board Attorney suggests that someone track that information and turn it into a very simple application form. It would be in compliance. There should be no barriers that would prohibit enrollment at a charter school. It needs to be made known that there is access to a paper application that a family could complete and submit. Computers are provided once there is acceptance and enrollment.
- CPS’ department of I & I should provide information that a paper

application is available or that an applicant can come to the school to complete a paper application.

- K12 has been waiting for the Board Attorney's response to make the updates to the web site.
- The Board Attorney's recommendations can be forwarded to K12.
- The Board Attorney will forward the recommendations to the Board Administrator to work with management to make the changes.
- The Board can forward the recommendations by no later than next week.
- There is no need to take a vote on this.
- This is a compliance issue that this is a compliance issue that the Board pays management to do. To have the Board Attorney make recommendations does not seem like that is appropriate. There is a July 15th deadline. The Board President is concerned that there has been a delay in correcting the applications. There are more non-compliance issues. The application is something that is so simple and should be done without the Board having to jump through additional hoops when this is an issue of management's practice.
- The Board President would like for management to sit down, take what has been discussed and have the application revised.
- Management understands that it may not be necessary to have the Board Attorney review the application and that they can make the changes.
- The Board does not feel that they need to tell management what the compliance is. As the Board's management team, they should already know what the compliance is and make sure that we stay in compliance.
- K12 has their own attorneys. The Board should not have to micromanage K12 when it comes to these issues. K12 should be aware of CPS compliance and how to meet the compliance requirements so that it does not put the charter at risk.
- A motion is not needed for this.
- The Open Meetings Act training compliance item has been completed and forwarded to CPS.

Discussion 13. Board Calendar

- Because not all members are not present, this item will be tabled.
- Members should consider having a Saturday available for team building.

Discussion 14. New Business

- The Head of School has an item concerning an employee that should be discussed in closed session.
- The Head of School states that there is a request for employee information that could be discussed in closed session.
- These matters should have been addressed in the first closed session.
- The Board will reopen the session that was closed at the beginning of the meeting.

Discussion 15. Public Comments

- Thank you to the Board members who attended the high school graduation.
- There should be acknowledgement of the Board members at the graduation ceremonies. The Board was recognized.
- The graduation was enjoyed by the Board.
-
-

Discussion 16. Meet in Closed Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body pursuant to 5 ILCS 120/2(c)(1) and for the purchase or lease of real property pursuant to 5 ILCS 120/2(c)(1)

Motion: LaShonda Milton – **Meet in Closed Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body pursuant to 5 ILCS 120/2(c)(1) and for the purchase or lease of real property pursuant to 5 ILCS 120/2(c)(1)**

2nd: Seth Harkins

Vote: Roll Call Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Yea, Unanimous Aye, Motion Carries.

Motion: LaShonda Milton – **Resume Open Session.**

2nd: Renee Nash

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.

Discussion & Action 17. Action on Closed Session

Motion: LaShonda Milton – **Approve the Board Attorney seeking a two month carryover for consideration of the Merit School of Music facilities lease.**

2nd: Seth Harkins

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.

Motion: LaShonda Milton – **Request the Board Attorney to contact Insperity regarding the release of information for management.**

2nd: Renee Nash

Vote: Voice Vote - Renee Nash; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.

Discussion:

- Insperity will be collecting employee data for what sounds like a research project.
- Insperity will not use the employees' personal information.
- The Board does not have to give formal approval.
- This is information that Insperity already has.
- K12 recommends payroll vendors to the school.

Discussion 18. Public Comments

- The Board received a card from Jessica Lisnich thanking the Board for allocating funds to attend professional development.

Discussion & Action 19. Adjournment

Motion: Renee Nash - **Adjourn.**

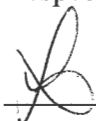
2nd: LaShonda Milton

Vote: Voice Vote - Unanimous Aye, Motion Carries.

Discussion: • None.

Time 10:04 P.M.

Respectfully Submitted:



Board Secretary