

APPROVED



CHICAGO VIRTUAL CHARTER SCHOOLSM

Chicago Virtual Charter School

Minutes

Board Meeting

Date and Time

Wednesday November 29, 2017 at 6:00 PM

Directors Present

A. Berg (remote), A. Richardson-Bryant, K. Speller (remote), L. Kelly, L. Milton, M. Lewellen, S. Harkins

Directors Absent

None

Guests Present

Allen Wall, F. Jenkins, R. Lebron, S. Berger (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Richardson-Bryant called a meeting of the board of directors of Chicago Virtual Charter School to order on Wednesday Nov 29, 2017 @ 6:02 PM.

C. Comments on Agenda

- Move the strategic planning committee human resource recommendations from that section to allow for that time to be spent as part of the Administration report
- Add the presentation as item # 11, making the closed session as item #12

D. Approve Agenda

M. Lewellen made a motion to approve the agenda with the recommendations.
L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Approve Minutes

A. Approve Minutes

M. Lewellen made a motion to approve minutes from the Strategic Planning Committee on 10-25-17.

S. Harkins seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Milton Abstain
S. Harkins Aye
M. Lewellen Aye
K. Speller Absent
L. Kelly Aye

B. Approve Minutes

L. Kelly made a motion to approve minutes from the Regular Board Meeting on 10-25-17.

M. Lewellen seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Milton Abstain
L. Kelly Aye
M. Lewellen Aye
K. Speller Absent
S. Harkins Aye

III. Administration Report

A. Payroll/Benefits/Human Resources Proposals

- Insperity is the current service used
- Paychex would continue United Healthcare coverage
- ADP would offer United Healthcare or Aetna
- The new service would take effect on January 1st
- A 30 day notice must be given to Insperity to terminate
- The Insperity notice has been approved and the letter has been drafted
- The contracts are month to month with a 30 day notice

S. Harkins made a motion to approve Insperity as the provider.

M. Lewellen seconded the motion.

The motion unanimously did not carry.

Roll Call

M. Lewellen No
L. Milton No
S. Harkins No
K. Speller Absent
L. Kelly No

S. Harkins made a motion to approve ADP as our human resource management provider.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Kelly Aye

S. Harkins Aye
L. Milton Aye
A. Berg No
M. Lewellen Aye
K. Speller Aye

- ADP will make appearances at the school
- The labor posters will be followed up on
- The Board Attorney will send a notice not to renew to Insperty

B. Board Calendar

- Board members are requested to review the calendar
- A meeting may be scheduled for Saturday, December 16th instead of a full Board or Academic meeting in December

IV. Head of School Report

A. Head of School Report

- The Head of School report included:
 - Enrollment
 - Retention
 - Special Education compliance status
 - CPS has reduced the special education personnel allocation
 - There will an additional FTE requested for a special education teacher
 - An updated job description will be provided for the case manager position

S. Harkins made a motion to authorize the necessary special education FTE in order to get into compliance with IAEAP and 504s.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Harkins Aye
L. Milton Aye
A. Berg Aye
K. Speller Aye
L. Kelly Aye
M. Lewellen Aye

- The position control form will be presented at the next meeting
- Also presented was:
 - Staffing
 - Interventions
 - Attendance - a lobbyist is working with the attendance issue
 - Facilities - included an itemized invoice

L. Milton made a motion to approve the \$10,000 Merit facility invoice.

S. Harkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Lewellen Aye
K. Speller Aye
L. Milton Aye

A. Berg Aye
L. Kelly Aye
S. Harkins Aye

- The conflict of interest and ethics policies have been submitted to CPS

B. Organization Chart

- An update organization chart was presented that included the CEO position
- The chart will need to be sent to CPS

V. Finance

A. October, 2017 Financial Report

- There has been a change in funding that added an additional \$400 thousand in revenue
- There will be a follow-up on the additional revenue discussions
- Year to date has not varied from budget

B. K12 Invoices

L. Milton made a motion to approve the October invoices in the amount of \$241,882.23.

M. Lewellen seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Milton Aye
L. Kelly Aye
M. Lewellen Aye
K. Speller Aye
A. Berg Aye
S. Harkins Aye

C. K12 Payment Request

M. Lewellen made a motion to approve the K12 payment request for \$46,557.50.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Lewellen Aye
K. Speller Aye
L. Kelly Aye
A. Berg Aye
S. Harkins Aye
L. Milton Aye

D. Not for Profit Tax Form 990 Status

- The auditors have requested a list of form 1099s to complete the return
- The extension to file by February 15th has been approved
- The final copies of the audit report have been received
- An electronic copy of the audit report will be sent to the Board attorney
-

VI. Curriculum Presentation

A. Presentation

- A representative from Apex Learning presented information on Apex Learning curriculum and Canvas Learning management system
- Apex Learning partners with Canvas
- The content is personalized and adaptive
- The curriculum is rigorous
- Apex Learning works with several CPS schools
- Efficacy studies are posted on Apex Learning's website
- A list of non Apex peer review studies is available
- Learning coaches can be set up as teachers
- Apex provides teacher assistance
- There is formative and summative data
- Post high school data is not available
- Curriculum content walk-on information is available
- Various career pathways are offered
- Compliance with social emotional learning standards is critical
- The presenters can be contacted with any additional questions

VII. Academic Committee

A. Academic Committee Report

- The Committee met on November 23rd:
 - Reviewed 1st quarter progress reports
 - SQRP results
 - K12 curriculum presentation

VIII. Strategic Planning Committee

A. Strategic Planning Committee Report

- The Committee met on November 29th:
 - Survey results and follow-ups
 - Mission and vision statement
 - The Committee Chair recommendation to revise the vision statement to read: The vision of Chicago Virtual Charter School is to empower every student to flourish as an individual citizen in a global society
 - The Committee also recommends that the Board revise the mission statement to read: The mission of Chicago Virtual Charter School is to have every student graduate and be college ready with the ability to pursue any post secondary options, i.e. college, military or trade school
 - The mission and vision statements are aligned to have the same outcomes

M. Lewellen made a motion to accept the recommended revisions to the mission and vision statements.

S. Harkins seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Berg Aye
S. Harkins Aye
M. Lewellen Aye

L. Kelly Abstain
K. Speller Aye
L. Milton Aye

IX. CEO Position Update

A. CEO Position Update

- There have been 60 applications
- S. Harkins has identified 12 candidates and recommends reducing to 3
- The new HR provider can be used for the screening and interviewing processes
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X. Head of School Evaluation

A. Head of School Evaluation Update

- An time extension needs to be requested for the Head of School evaluation

XI. Other Business

A. Public Comments

- A parent is interested in obtaining information on the Apex Learning curriculum
- A parent expressed concern with their student's IEP minutes

XII. Meet in Closed Session pursuant to 5 ILCS 120/2 et seq

A. Meet in Closed Session pursuant to 5 ILCS 120/2(c) et seq

L. Milton made a motion to Meet in Closed Session pursuant to 5 ILCS 120/2 et seq.

M. Lewellen seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Action on Closed Session

S. Harkins made a motion to request legal counsel request a copy of a statement by F. Jenkins and review in light of the employee manual and expectations with regard to interpersonal interactions and professional skills.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

XIII. Closing Items

A. Adjourn Meeting

L. Milton made a motion to adjourn the meeting.

L. Kelly seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:09 PM.

Respectfully Submitted,
F. Jenkins