

APPROVED



**CHICAGO**  
VIRTUAL CHARTER SCHOOL<sup>SM</sup>

## Chicago Virtual Charter School

### Minutes

#### Regular Board Meeting

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**Date and Time**

Wednesday October 25, 2017 at 6:00 PM

**Location**

38 S. Peoria, Chicago, IL , Room 133 - Dial-in: 888-824-5783, Code: 472 54 033 Please use the following hyperlink for remote access to the live presentations <https://www.gotomeet.me/CVCS>

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**Directors Present**

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

**Directors Absent**

L. Milton, S. Harkins

**Guests Present**

Allen Wall, E. DePersis, F. Jenkins, S. Berger (remote)

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**I. Opening Items****A. Record Attendance and Guests**

- A quorum is present

**B. Call the Meeting to Order**

L. Kelly called a meeting of the board of directors of Chicago Virtual Charter School to order on Wednesday Oct 25, 2017 @ 6:05 PM at 38 S. Peoria, Chicago, IL , Room 133 - Dial-in: 888-824-5783, Code: 472 54 033 Please use the following hyperlink for remote access to the live presentations <https://www.gotomeet.me/CVCS>.

**C. Comments on Agenda**

- Add additional public comments before the closed session

#### **D. Approve Agenda**

A. Berg made a motion to amend the agenda to add public comments before the closed session.

M. Lewellen seconded the motion.

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

A. Berg made a motion to approve the agenda as stated.

M. Lewellen seconded the motion.

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

### **II. Public Comments**

#### **A. Public Comments**

- A list of items from parents will be compiled and presented to the Board at the next meeting or before

### **III. 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**

A. Berg made a motion to meet in closed session pursuant to 5 ILCS 120/2 (c) 1.

M. Lewellen seconded the motion.

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

##### **Roll Call**

A. Richardson-Bryant	Aye
A. Berg	Aye
M. Lewellen	Aye
L. Milton	Absent
S. Harkins	Absent
L. Kelly	Aye
K. Speller	Aye

#### **B. Action on Closed Session**

M. Lewellen made a motion to reconvene open session.

K. Speller seconded the motion.

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

##### **Roll Call**

A. Berg	Aye
K. Speller	Aye
M. Lewellen	Aye
A. Richardson-Bryant	Aye
L. Milton	Absent
S. Harkins	Absent

M. Lewellen made a motion to direct management to initiate a job analysis of the counselor position to occur through our HR provider to determine if there should be any adjustments to said position including but not limited to current responsibilities, time required, contacts made and compensation.

A. Berg seconded the motion.

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

##### **Roll Call**

A. Richardson-Bryant	Aye
S. Harkins	Absent
L. Milton	Absent

M. Lewellen	Aye
A. Berg	Aye
K. Speller	Aye

#### **IV. Approve Minutes**

##### **A. Approve Minutes - Board Annual Meeting 9/27/17**

A. Berg made a motion to approve minutes from the Annual Meeting on 09-27-17.

M. Lewellen seconded the motion.

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

##### **B. Approve Minutes - Board Regular Meeting 9/27/17**

A. Berg made a motion to approve minutes from the Board Meeting on 09-27-17.

M. Lewellen seconded the motion.

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

##### **C. Academic Committee Meeting - 10/16/17**

A. Berg made a motion to approve minutes from the Academic Committee Meeting on 10-16-17.

M. Lewellen seconded the motion.

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

#### **V. Administration Report**

##### **A. Insurance Update**

- Coverage have been increased per prior Board requests
- There is a \$1,300 to \$2,300 impact on premiums

##### **B. Payroll/Benefits/Human Resources**

- Due diligence has been ongoing for human resource services providers
- Two providers and the current one were presented
- The current provider requires a 30 day notice of non-renewal
- The Board is requested to have the Board attorney draft a notice of non-renewal
- New coverage will begin January 1st
- A side by comparison report will be presented with costs
- Third party ratings on the providers will be presented
- A finalization needs to be made at the next month's meeting

M. Lewellen made a motion to request the Board Administrator to provide a side by side comparison analysis of the 3 vendors for HR services within 3 weeks.

A. Berg seconded the motion.

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

A. Berg made a motion to request the Board Attorney draft a notice of non-renewal with the ability to rescind the notice and send it to Insperity.

K. Speller seconded the motion.

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

##### **C. Progress on Academic Goals**

- F. Jenkins presented preliminary information on the school's progress on SQRP scores towards the 2017 academic goals

- The school has gone from level 2+ to level 2
- CPS has been contacted to verify the accuracy of the scores
- More information will be presented on what affected the attendance rate
- The CPS CEO can place the school on support with the SQRP score
- The scores have not yet been confirmed by CPS
- The results will be discussed in Academic Committee
- A breakdown of the weighted averages will be prepared
- A more detailed analysis will be presented at the Academic Committee

#### **D. Board Calendar**

- The curriculum team is scheduled to begin meeting in November
- CPS released information on a do not hire list concerning background checks made by charter schools
- Charter schools will be required to use CPS for background checks

### **VI. Head of School Report**

#### **A. Head of School Report**

- R. Lebron presented updates:
  - Enrollment
  - Special Education
  - Staffing
  - Facilities
  - CPS Compliance
  - Discipline
  - CVCS Highlights/Events

A. Berg made a motion to request the Board attorney review the legalities of the enrollment cap.

K. Speller seconded the motion.

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

- Over enrollment will be reviewed by the Finance Committee
- There was 1 resignation effective October 27th

M. Lewellen made a motion to accept the Head of School recommendation that a 4th grade and Middle School English teacher be hired.

A. Berg seconded the motion.

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

#### **Roll Call**

S. Harkins	Absent
L. Milton	Absent
M. Lewellen	Aye
K. Speller	Aye
A. Berg	Aye
A. Richardson-Bryant	Aye

- The estimated cost of the facility upgrades was a few 100 dollars more than budget
- An itemized breakdown of the project line items will be provided

### **VII. Finance**

#### **A. September, 2017 Financial Report**

- Additional funding of \$1,300,303 has been received from the state
- The budget deficit will decrease as a result
- The cash balance is on budget

**B. K12 Invoices**

- The computer lease amounts include the August invoices for July and August billings
- An explanation and reconciliation for the July billings will be sent to the Board

M. Lewellen made a motion to approve the K12 invoices for September.

A. Berg seconded the motion.

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

**Roll Call**

S. Harkins	Absent
A. Richardson-Bryant	Aye
L. Milton	Absent
A. Berg	Aye
M. Lewellen	Aye
K. Speller	Aye

**C. K12 Payment Request**

M. Lewellen made a motion to approve the K12 invoices for August less the computer charges of \$46,557.50 bringing the total to \$287,225.50.

A. Berg seconded the motion.

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

**Roll Call**

L. Milton	Absent
A. Berg	Aye
K. Speller	Aye
A. Richardson-Bryant	Aye
S. Harkins	Absent
M. Lewellen	Aye

**D. Not for Profit Tax Form 990 Status**

- The form 990 report should be completed soon
- An extension will be filed and the final draft report will be available for Board approval at the November meeting

**VIII. Academic**

**A. Committee Report**

- The Committee requested a monthly NWEA report
- An assessment plan was presented
- Due diligence for several curriculum providers was presented

**IX. Governance**

**A. Organization Chart**

- The organization chart will be provided at the next meeting

#### **B. Board Member Expense Reimbursement**

- Board member reimbursements standard of reasonable is sufficient

#### **C. CEO Position Update**

- Several applications have been received for the CEO position postings

### **X. Head of School Evaluation**

#### **A. Head of School Evaluation Update**

- The evaluation has been forwarded to the Head of School

### **XI. Strategic Planning**

#### **A. Committee Report**

- The Committee reviewed the plan framework and the Board Administrator will update
- Surveys will be reviewed
- The mission and vision statements were reviewed

### **XII. Technology Committee**

#### **A. Technology Committee Report**

- A brief video Virbela was presented
- The company has a 3-D platform
- The information will be posted to Board on Track

### **XIII. Public Comments**

#### **A. Public Comments**

- It is disheartening for our ratings to decrease
- More parents need to be involved in the school
- Parents are willing to sign a petition because of the changes in the school
- Work is ongoing on the D2L platform
- Students are struggling without the learning coach guide
- Contracting with K12 limits the Board to products that they offer
- Parents have a list of concerns that will be sent to the Board
- There are many benefits to the new platform

### **XIV. Other Business**

#### **A. Pending Investigation**

- There is pending harassment retaliation and discrimination charges

- There is a pending investigation and the opportunity to conduct an independent investigation by Board counsel

A. Richardson-Bryant made a motion to authorize the Board attorney and firm to conduct an independent investigation into the harassment, discrimination and retaliation claim this month.

K. Speller seconded the motion.

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

**Roll Call**

K. Speller	Aye
A. Berg	Aye
S. Harkins	Absent
M. Lewellen	Aye
L. Milton	Absent
A. Richardson-Bryant	Aye

**XV. Closing Items**

**A. Public Comments**

- No additional comments

**B. Adjourn Meeting**

M. Lewellen made a motion to adjourn the meeting.

A. Berg 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 9:45 PM.

Respectfully Submitted,  
F. Jenkins