



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, JULY 27, 2016

MINUTES

OPEN SESSION

Call to Order:

Time: 6:01 P.M.

ROLL CALL

LASHONDA MILTON - BOARD SECRETARY

ABSENT/PRESENT

Board Members:

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

Present
 Absent
 Present
 Present
 Present
 Absent

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, Matthew Varga, CVCS Student.

Discussion

1. Public Comments on Agenda Items

- None.

Discussion & Action

2. Accept Agenda

Motion:

Seth Harkins – **Accept the agenda as stated.**

2nd:

Austin Berg

Vote:

No vote, motion amended.

<p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>Austin Berg – Move the K12 response to compliance letter to the beginning of the agenda.</p> <p>LaShonda Milton</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • Move the K12 response to compliance letter to the beginning of the agenda.
<p>Discussion</p>	<p>3. Accent on Achievement</p> <ul style="list-style-type: none"> • The Board of Directors would like to recognize Matthew Varga for his achievement during the 2016 Greater Chicago K-12 Chess Championship. Matthew was crowned the K-12 Varsity Champion. Matthew’s achievement supports the CVCS mission to empower every student to flourish as an individual and citizen in a diverse, global society. The Board presents a certificate of recognition. • The Board of Directors would like to recognize Alexandria Smith for her achievements during the 2015-2016 school year. This past school year Alex completed college level courses as a seventh grader at Malcolm X College. Alex is pursuing a career in the medical field and has aspirations to be a part of the DeVry Nursing program in two short years. She is a very diligent and determined student which is evident as she will be able to skip 8th grade and start as a high school freshmen this fall. Alexandra is a great role model for our students. Alexandra will receive a certificate of achievement.
<p>Discussion & Action</p>	<p>4. K12 Response to Charter Compliance Letter sent to K12</p> <ul style="list-style-type: none"> • A response fromK12 is in process. • The letter sent to K12 was based on the conditional renewal of the charter agreement with CPS including areas that CVCS was not meeting operational requirements. • The letter addresses a desire for immediate compliance. • The Board would like to receive a response as soon as possible. • Management expects to have a response within the next few days.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p>	<p>5. 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)</p> <p>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).</p> <p>Austin Berg</p>

Vote:	Roll Call Vote - Austin Berg; Aye, LaShonda Milton; Aye, Seth Harkins; Aye, Unanimous Aye, Motion Carries.
Motion:	LaShonda Milton – Resume open session.
2 nd :	Austin Berg
Vote:	Roll Call Vote - Austin Berg; Aye, LaShonda Milton; Aye, Seth Harkins; Aye, Unanimous Aye, Motion Carries.
Discussion:	<ul style="list-style-type: none"> • None.
Discussion & Action	6. Action on Closed Session
Motion:	Austin Berg – Accept the Head of School’s recommendation with regard to compensation for the employee discussed conditional upon their acceptance of a role that is commensurate with the level of licensure obtained thus far.
2 nd :	Seth Harkins
Vote:	Roll Call Vote - Austin Berg; Aye, LaShonda Milton; Aye, Seth Harkins; Aye, Unanimous Aye, Motion Carries.
Motion:	Austin Berg – Accept the salary schedule with the formulas as presented in closed session.
2 nd :	Seth Harkins
Vote:	No Vote – Motion to be amended.
Amended Motion:	Austin Berg – Accept the salary schedule with the formulas and the result of the formula outlined for the Board.
2 nd :	Seth Harkins
Vote:	Roll Call Vote - Austin Berg; Aye, LaShonda Milton; Aye, Seth Harkins; Aye, Unanimous Aye, Motion Carries.
Discussion:	<ul style="list-style-type: none"> • Employee bonuses and salary increases are included. • The Board is accepting the results of the formulas.

<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>7. Approval of Meeting Minutes</p> <p>LaShonda Milton – Approve the minutes of the Regular Board Meeting 6/22/16 and the Academic Committee 7/11/16</p> <p>Seth Harkins</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <p>None.</p>
<p>Discussion</p>	<p>8. Head of School Executive Report</p> <ul style="list-style-type: none"> • Enrollment update as of July 27th: <ul style="list-style-type: none"> ○ Approved students: 539 ○ Seats offered – 90 ○ Six seats were cancelled ○ Fifty one students are pending orientation • Staffing <ul style="list-style-type: none"> ○ Transitional Bilingual Education Teacher – 1.0 FTE <ul style="list-style-type: none"> ▪ A candidate has been identified who has ESL certification and Spanish endorsements ▪ The candidate has accepted the position ▪ The Board requests that the appropriate licensures are housed in a way that they can audited ▪ A section of the Chicago Teachers’ Pension Fund report has licensing information ○ Academic Support Teacher (HS Math) – 1.0 FTE <ul style="list-style-type: none"> ▪ This position is funded with SGSA funds ▪ Management will post the positions ▪ The Board has previously approved the positions ○ Academic Support Teacher (HS Reading) – 1.0 FTE <ul style="list-style-type: none"> ▪ This position is funded with SGSA funds ▪ Management will post the positions ▪ The Board has previously approved the positions ○ Math Academic Support (Teacher Resignation 7/22/16) <ul style="list-style-type: none"> ▪ The position was a remote teacher ▪ Management recommends discussing the position at the Academic Committee prior to posting the position ▪ This is completely within management’s authority • Special Education Update <ul style="list-style-type: none"> ○ As of the week of July 18th there were 2 RSP contracts ○ There were 48 meetings to conduct and 18 have been scheduled ○ As of July 22nd there are 5 Related Service Providers that are available ○ Management is confident that the minutes will be made

up

- Getting the minutes caught up will depend getting the other service providers
 - All of the 504s that need a nurse will be scheduled right away
 - The Board would like to see the compliance issue resolved absolutely at the earliest possible time. If this is not completed in August it should be completed by early September.
 - The Board appreciates the calendar provided by management.
- ACCESS Scores
 - ACCESS is an English language proficiency test for students whose first language is not English.
 - Forty six percent of our students are in the 60th percentile.
 - We needed a full time ESL teacher for the second semester last year.
 - Management expects to make strides in terms of these students who are going to be making adequate progress in being over the 60th percentile.
 - Last year 30% of the students were making adequate progress.
 - Having a full time teacher for the second semester may have had a positive impact.
 - The overall proficiency levels on the reports should be 4.8.
 - In order to transition they need to have at least a 4.2 in all the areas.
 - The actual ACCESS results usually are distributed by the 2nd week of August.
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 - Related Service Provider Contracts:
 - Five of the contracts have been completed.
 - Many of the service providers are backup providers.
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 - CVCS Activities update:
 - Senior Luncheon @ 6/15
 - K8 Awards Assembly 6/16 @10 am
 - 8th Grade Graduation 6/16 @ 12 pm
 - HS Graduation 6/16 @ 6 pm
 - All School Carnival 6/20 10am – 12 pm
 - Progress Party Animal Show 6/20 9:30-10:30 am
 - Summer School, June 27th to July 29th.
 - Summer Tech Camps through Title 1 funding
 - New student Orientations led by Angie Tucker
 - Boot camp for New students to High School
 - K8 will have a Back to School Expo for all families to meet teachers
 - Management is looking into a movie in the park activity

	on August 16th
Discussion & Action	9. Finance Committee Report
Motion:	LaShonda Milton – Approve all of the CPS Compliance Calendar Items except the Related Services Provider Waiver.
2 nd :	Austin Berg
Vote:	Voice Vote - Unanimous Aye, Motion Carries.
Motion:	LaShonda Milton – Approve the Board Administrator Expenses, Legal Fees, June, 2016, Credit Card Charges, June, 2016, K12 Invoices, June, 2016, consent agenda items.
2 nd :	Austin Berg
Vote:	Roll Call Vote - Austin Berg; Aye, LaShonda Milton; Aye, Seth Harkins; Aye, Unanimous Aye, Motion Carries.
Motion:	Seth Harkins – Approve the Secretary of State Annual Report, Secretary of State Change in Registered Agent, and the Bank Account Signatory Resolution.
2 nd :	Austin Berg
Vote:	Voice Vote - Unanimous Aye, Motion Carries.
Finance Committee Items:	<ul style="list-style-type: none"> • June, 2016 Unaudited Financial Reports • FY 2016-17 Draft Budget • Interim Head of School Settlement • CPS Compliance Calendar Items <ul style="list-style-type: none"> ○ FY16 June, 2016 ETL Report – Due 7/15/16 ○ FY 17 SGSA, Title I, Title II Program Design – Due 7/22/16 ○ Related Service Provider Waiver – Due 7/29/16 ○ Chicago Teachers’ Pension Fund True-up ○ Financial/Fiscal Policies Handbook – 8/3/16 ○ List of Board Members – Due 8/3/16 ○ List of Board Meeting Dates – Due 8/3/16 ○ Copy of Lease – Due 8/3/16 ○ Open Meetings Act Training Certificates – Due 8/3/16 ○ FOIA Contact Information – Due 8/3/16 ○ Asbestos Management Plan – Due 8/8/16 ○ LOI for NWEA Assessment – Due 8/14/16 ○ FY16 CPS 4th Qtr. Statement of Activities and Financial

Discussion:

- Consent Agenda
 - Secretary of State Annual Report
 - Secretary of State Change in Registered Agent
 - Bank Account Signatory Resolution
 - Board Administrator Expenses - \$139.23
 - Legal Fees, June, 2016 - \$3,060.00
 - Credit Card Charges, June, 2016 - \$165.00
 - K12 Invoices, June, 2016 - \$55,558.67
 - K12 Payment Request - \$318,711.39
 - K12 Price List

- There was a teleconference on July 26th with the Board Treasurer, President and K12 Finance to discuss the financial reports.
- The unaudited June, 2016 financial reports were reviewed.
- The 2016-2017 draft budget was discussed. The assumption of management not charging management fees because of the deficit will be discussed further in detail.
- Based on the deficits, we are at a great loss. We cannot be operationally sound. A goal is for CVCS to be fiscally sound.
- There is a section in the service contract that states that if there K12 has an interim Head of School the management fees will be reduced by \$150 thousand. K12 management is working on the credit.
- As of the last meeting the Chicago Teachers' Pension Fund true=up has now been submitted.
- The Treasurer will be making a recommendation to approve the reports but the CPS 4th quarter statement of activities is not yet available and is due on August 15th. The Treasurer would like to review the report before it is submitted to be sure that the numbers agree with the unaudited financial reports. The Board would like to see the report by August 3rd.
- A resolution to remove signers from and add signers to the bank accounts needs to be made.
- The K12 payment request will not be approved at this time. The Board has concerns about making payments while we are not in compliance.
- The Board has received a one page summary of price changes from last year to the new year on the new price list but has not had time to review it. This will be discussed at the next Board meeting.
- The Treasurer recommends approving the compliance calendar items.
- Management will not be submitting a related service provider waiver.
- The financial fiscal policies handbook is a document that outlines internal controls. CVCS attests that there have been no changes in the policies or submit an updated document if changes have been made. The document needs to be updated. The K12 service contract states that K12 is responsible for maintaining documentation on fiscal policies and procedures. Management understands that a new draft needs to be made for the fiscal policies between CVCS and K12. The document is becoming outdated. The affidavit requires attesting to CPS that a policy document exists and has not changed.

	<p>The document needs to be updated to reflect what we are doing now. The Finance Committee should discuss this matter. There needs to be an internal control audit.</p> <ul style="list-style-type: none"> • The CPS revenue for 2017 has been reduced by \$406 thousand. • The June K12 invoice does not include June management fee charges.
<p>Discussion</p>	<p>10. Academic Committee Meeting Report</p> <ul style="list-style-type: none"> • Considerable time was spent discussing personnel. • The Committee considered the status of special education and ELL compliance. Progress is being made • There is now a fairly clear communication guideline document that addresses how people interact with the school in a way that is streamlined. • The staffing update was presented by the Head of School earlier in the meeting. • A question arose about if there is a curriculum change. • The Board suggests that the Board Administrator and management discuss if there is a change in curriculum or in curriculum delivery. • The Committee considers that there is a change in curriculum delivery. • There is concern that the topic needs to be revisited. • The meeting minutes indicate that the curriculum is more aligned to common core standards to be sure that we are representing to CPS that there is not a curriculum change. • The Head of School believes that this is a curriculum delivery change. • The program is including more formative assessments. • The changes describe an improved alignment with standards. • The content has not changed and does not constitute a change in curriculum. • The title was changed to Summit and there is additional alignment to common core standards.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>11. Merit Lease Agreement</p> <p>Seth Harkins – Authorize the Board Attorney to negotiate a one or two year lease.</p> <p>Austin Berg</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • The Board Attorney was authorized to negotiate a bridge lease at the last meeting that would get the school through the summer. That

	<p>agreement was entered into without any difficulty. We are currently in the middle of the 2 month period. It is very important to have an agreement in place by the end of the bridge period which is August 31st.</p> <ul style="list-style-type: none"> • The Board Attorney recommends to the Board that they Board provides the Board Attorney with the negotiating authority to approach Merit to discuss entering into a lease agreement that would be of a particular duration that is satisfactory to the Board and school’s interest. The Illinois financial outlook is such that it is difficult to commit responsibly to a long-term multi-year lease agreement. • The Board Attorney seeks direction to negotiate a one or two year lease agreement so that there is flexibility in negotiating with Merit. The negotiations have always been productive.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>12. Teacher Contract Templates</p> <p>Seth Harkins – Approve the teacher contract template with the revision to add appropriate non-discrimination in employment opportunity in the language.</p> <p>LaShonda Milton</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • The Board Attorney has reviewed the modified contract template and notes that the changes that were suggested appear to have been adopted. • The suggested changes to the document are highlighted in red. • The template requires a 45 day notice if there is going to be non-renewal. This is consistent with the school code. • At will employment is well defined. • Language has been added that in the event of a legal dispute litigation will take place in the Circuit Court of Cook County. • The Academic Committee has agreed to the changes. • There could be an additional sentence added that states that employee entering into employment relations CVCS will abide by all legal anti-discrimination including Illinois non-discrimination laws. • The Board Attorney is reluctant to change the time limit for notice of termination by the employee. • The Board Attorney will get the changes to management within a week.
<p>Discussion</p>	<p>13. Learning Coach Handbook – Attendance Policy</p> <ul style="list-style-type: none"> • Management received information during the audit that the driver of taking attendance on a weekly basis was to make sure that the CPS system. • It may not be necessary to change the attendance policy. • Management will review this to be certain.

	<ul style="list-style-type: none"> • Management will get a decision from the auditors. • A written report of the result should be provided by the auditors. • The Board Treasurer would like to be included in the process. • Management will provide 2 versions of the handbook that compares the 2 ways of recording attendance at the next meeting. • The Board will take the Head of School's recommendation to wait and try to get written clarification. • In terms of long term thinking this will address the balance between flexibility and being stricter with students if truancy is based on not putting the time in because of too much flexibility. • There could be a benefit in having a more strict attendance policy.
Discussion	<p>14. Staff Salary Budget</p> <ul style="list-style-type: none"> • This issue was previously addressed during the meeting.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>15. Communication Policy</p> <p>LaShonda Milton – Table further discussion about the policy so that the Board may have one on one conversations with the Head of Schoo..</p> <p>Austin Berg</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • A proposal for the policy was presented to the Academic Committee. • The document provided guidelines for a policy. • Parents will be able to know who to go to for discussions and the lines of communications. • Board meeting communication protocols are included. • There are 2 communication guidelines for staff: <ul style="list-style-type: none"> ○ One with a graphic ○ One without a graphic ○ The grievance process is directly from the employee handbook. The language in the handbook may need to be changed. ○ Communication to the Board President shall be by email. • There need to be a distinction made between communication guidelines and communication policy.
Discussion	<p>16. K12 Response to Charter Compliance Letter sent to K12</p> <ul style="list-style-type: none"> • This issue was previously addressed during the meeting.
Discussion	<p>17. Charter Renewal Update – Compliance Status</p> <ul style="list-style-type: none"> • The application for CPS was submitted on July 1st. • There will be additional compliance with the EL condition with the

	<p>hiring of a new EL employee.</p> <ul style="list-style-type: none"> • Meetings are scheduled for IEPs and progress is being made. • It appears that there is progress being made based on the reporting presented. • The Board reiterates that compliance is very important. Receiving the report from CPS indicating that we are out of compliance and that the charter renewal is conditional on compliance items leads to the Board reinforcing the urgency. The Board commends management for the efforts that are being made so that the school year can be started in a fresh way.
Discussion	<p>18. Board Calendar</p> <ul style="list-style-type: none"> • The Board will meet on Friday, August 19th for team building and strategic planning.
Discussion	<p>19. Staff & Student Incidents and Discipline Report</p> <ul style="list-style-type: none"> • The Board should be provided with incident information each month as part of the Head of School report. • The reports will not identify people by names. • Care must be taken to not violate student privacy. • The reports can use the CPS code of conduct with various tiers.
Discussion	<p>20. New Business</p> <ul style="list-style-type: none"> • None.
Discussion	<p>21. Public Comments</p> <ul style="list-style-type: none"> • The Board thanks the Head of School for a good start.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p> <p>Time</p>	<p>22. Adjournment</p> <p>LaShonda Milton - Adjourn.</p> <p>Austin Berg</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • None. <p>8:25 P.M.</p>

Respectfully Submitted:



Board Secretary