



**BOARD OF DIRECTORS
CHICAGO VIRTUAL CHARTER SCHOOL
AGENDA**

**Wednesday July 9, 2008 7:30 pm
Merit School of Music
38 S. Peoria, Chicago, IL 60607**

President Martin called to order the CVCS Board meeting at 7:54 PM.

Board members present

Rudy Martin, President

Mary T. McCann, Vice President

Benjamin T. Remmet, Treasurer

Kevin Bargon

Catherine Elizondo

Tina Hawkins, Secretary

Absent: Andrew Woltman

Others Present

Jeanne Busch, Head of School

Rosa Martin, Scribe

Rinda Allison, Attorney

Public

Pam Tabor

Don Brown

Emily Brown

Tiffany Thomas

Stephanie Tyler

Gabby W.

Attorney Allison asks that at the next meeting all public attendees sign in instead of requesting names during meeting time.

Public comment: NONE

Approval of minutes

Motion to approve the June 19, 2008 minutes, as amended, made by McCann, seconded by Elizondo. Vote unanimous.

Head of School Report

Enrollment

The enrollment cap is expected to be met by the end of July or by start of school year 2008-09.

Staffing

In the next couple of weeks, offers will be made to a couple of prospective teachers.

Bargon requested an organizational chart with all employees at CVCS including both CVCS and K12 staff identified as such. Board members support this request.

Attorney Allison asked why marketing continues if CVCS is so close to capacity? HOS clarifies that marketing is K12 directed and not expensed to CVCS.

Merit School Lease

Merit Leased discussed. More parking has been added to lease for CVCS staff. Attorney Allison states President Martin will sign the CVCS lease for the coming year with Merit.

Attorney Allison asked for a compilation of the test scores. HOS has received the raw PDF data and wants to know what the Board would like to have included in the report (some information might be protected by privacy issues). Director Remmert asks for a benchmark of how CVCS did city wide at the very least (superior, average, below average type report). HOS comments that this may be hard to do for the following reasons:

- 1 PDF format is not easily manipulated into usable spreadsheet data.
- 2 This year's data is in an entirely new format and deciphering usable information has proven difficult.
- 3 The scantron portion of ISAT testing has been returned, but not the written portion, which will greatly affect the final scores. HOS feels that the written portion of the ISAT's will not improve overall scores.

President Martin asks to hold off reporting on ISAT test scores until all portions are in to avoid double work. McCann would like to see these scores evaluated by K12, as well, to give CVCS a performance ranking against other virtual academies across the U.S. HOS does not believe this to be any problem, as soon as CVCS is able to provide K12 with final scores. Current information is insufficient. Elizondro asked for Dibble's scores for this year and compared to first year's scores.

Regarding the students in Summer school, there are two categories.

1. Students falling below 25% ISAT performance and are required to attend;
2. Students who need to complete courses to be promoted to the next grade level or simply seek enrichment in a course.

The fee for any student enrolled is a straight monthly fee per student. Teachers have staggered summer vacations so that teacher assistance is available throughout the summer.

Treasurer's Report

Treasurer Remmert asks that the FY2009 budget be put on 30-day review, it is the same budget discussed two months ago. President Martin asks if the debt forgiveness letter from K12 has been received. Remmert says it should be received by next month. Remmert asks that the budget be revised in September or October 2008 once the final student enrollment numbers are in as this number will impact the teacher salaries expense line,

HOS states that CVCS is still below the target student/teacher ratio; Elementary School teachers are much easier to find than Middle or High School. McCann notes the proposed temporary employee line has no assigned amount, Remmert explains that this year temporary staff is not expected; CVCS is in its third year and salaried employees are now in place.

McCann motions that the FY2009 budget as presented be put up for 30-day review, Elizondo seconds the motion. Motion carries unanimously.

Board Business

McCann moved to ratify HOS request for hiring staff, up to budgeted amount, for the 2008-2009 school year. Amount seconded by Bargon. Remmert, aye, Bargon, aye, Elizondro, aye, McCann aye, Hawkins, aye, Martin, aye, Motion passes unanimously.

Re-hire Auditor

Remmert recommends continuing with Ostrow, Reisin, Berk, & Adams. They did a good job, gave relevant advice, worked well with the school staff and are familiar with Charter Schools in general. Last year the audit fees were just under \$15,000, per Jeanne Busch.

Rudy Martin calls for a motion to vote. Remmert motions to re-hire Ostrow, Reisin, Berk, & Adams as auditors for \$15,000, based on last year's costs. Seconded by Elizondo. Bargon, aye, Elizondro, aye, McCann aye, Hawkins, aye, Remmert, aye, Martin, aye, Motion passes unanimously.

Adopt School Calendar

McCann asks if the CPS calendar can be put into an easier to read format. HOS Busch said it would be before it is posted to the web. Busch asks the Board to make special note that she is asking for Pulaski day (the Monday before ISAT Mar 2, 2009) be made a regular CVCS staff work day to ease ISAT preparations.

McCann calls for a vote to adopt the school calendar as presented by HOS Busch, Bargon seconds the motion. Vote is unanimous to adopt the school calendar without Pulaski day as a CVCS holiday.

Authorize President to Sign Merit Lease for 2008-2009

Kevin Bargon motions to vote that the Board authorize Rudy Martin to sign the pending lease with Merit, Cathy Elizondo seconds. Elizondro, aye, McCann aye, Hawkins, aye, Remmert, aye, Bargon, aye, Martin, aye, Motion passes unanimously.

Establish Facility Sub-Committee

Rudy Martin requests Kevin Bargon and Andrew Woltman to lead the Facility Sub-Committee McCann motions to for the Board establish a Facility Sub-Committee led by Kevin Bargon and Andrew Woltman, Cathy Elizondo seconds. Motion passes unanimously.

Establish Parent Board Discussion Time

Remmert is concerned the Board is establishing procedure outside of the CVCS escalation process, but suggests there be a clear presentation outline for issues that do need Board attention. McCann asks that a copy of the escalation process be put in the Parent Handbook, and suggests that the meeting sign up sheet be a place to state topic to be addressed by speaker. This would be set out prior to every meeting, as the form to request time in public comment. The issue would then be brought up to the board and, per Tina Hawkins suggestion, be deferred to the correct person or department on the spot or held for a resolution from the Board at a time to be determined. President Martin asked HOS Busch if she would address any issue strictly for CVCS outside of Board time. September 2009 will be the first month to implement this.

Future agenda items

Annual Board Meeting

Attorney Allison states that although the CVCS Board is set up for a school, it is set up and recognized as a Not For Profit corporation and therefore must hold an annual meeting. McCann suggests an hour before the regular September 2008 Board meeting. Board agrees.

Board HOS Report Format

The Board thanks HOS Busch for her new HOS report format.

SUMMARY OF BOARD ACTIONS

- ∞ Placed 2008-2009 Proposed Budget on 30 day public review
- ∞ Ratify HOS request for hiring staff, up to budgeted amount, for the 2008-2009 school year.
- ∞ Hired Auditor for school year 2007-2008
- ∞ Adopted School Calendar for 2008-2009 School Year
- ∞ Authorize President to Sign Merit Lease for 2008-2009
- ∞ Establish Facility Sub-Committee
- ∞ Set Meeting Date and Time for 2008 Annual Meeting

Adjourn

Bargon made the motion to adjourn at 9:04 PM, seconded by Hawkins. Vote unanimous.

Respectfully Submitted _____(date,

Tina Hawkins