CHICAGO
VIRTUAL CHARTER SCHOOL™
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BOARD OF DIRECTORS MEETING
Merit School of Music
38 S. Peoria, Chicago, IL 60607

Elluminate Link: http://snipurl.com/hoselluminate **Conference Line: 888-824-5783, passcode 57 872 609 then #**

WEDNESDAY, SEPTEMBER 21, 2011

MINUTES

OPEN SESSION 7:10 P.M.

Call to Order by Board President Fredrick delayed due to technical problems with Eluminate .
Time: 7:32 pm

1. ROLL CALL	JUSTIN SOLOMON - BOARD SECRETARY	ABSENT/PRESENT
Board Members:	Earl Fredrick	Present
	Rudy Martin	Present
	Kevin Bargon	Present
	Mary McCann	Present
	Justin Solomon	Absent
Staff:	Dr. Craig Butz Head of School	Present
	Estafania Bortolin Finance Manager	Present
	Farland Jenkins Board Administrator	Present

Discussion & Action **2. Accept Agenda**

Motion: Mary McCann

2nd: Kevin Bargon

Vote: Unanimous

Discussion & Action **3. Remove items from Consent Agenda**

Motion: Mary McCann

2nd: Kevin Bargon

Vote: Unanimous Aye.

- FY 2012 Board Fund
- Clinician Contract

Discussion **4. Public Comments on Agenda Items**

None.

Discussion **5. K12 Department Presentation**

- Kelly Gnepper presented K12 finance organization, roles, and responsibilities, include payroll functions

Discussion & Action **6. Head of School Report**

- **Operations/Enrollment**: Enrollment is at the maximum 599 students. There is a waiting list of 186 students. Attendance was 96% in the first week of school.

- **Compliance Reporting**:
  - Organization Chart to CPS
  - Personnel Data to CPS
  - HOS Emergency Contact Information to CPS
  - Monthly ETL report to CPS

- **Final FY11 ISAT Reading Scores**: CVCS outperformed CPS in grades 3, 6, 7, and 8. Scores exceeded the State at the 3rd and 7th grade levels.

- **Final FY11 ISAT Math Scores**: CVCS outperformed CPS and the State on several grade levels. Fourth and fifth graders had the most difficulty last year. An analysis will be presented in the future to demonstrate how long 5th graders have been with the school.

- **Special Education**: There are 43 students with IEP's and 14 students with 504 plans. Staff is working to bring IEP's into compliance.

- **Events and Field Trips**: Parent Connection, Open House, and Back to School Skate Events were successful. Staff will be attending a Virtual School Symposium in Indianapolis in November. There are several field trips currently scheduled.

- **Scorecard:** Staff has worked to develop a scorecard. Goals have been developed. Performance data will be provided when it is collected in the future.

Discussion & Action **7. Finance Report**

Motion: Mary McCann – **Approve the Finance Report.**

2nd: Rudy Martin

Vote: Unanimous Aye.

- The Year to Date actual for August is very close to the forecasted budget. SGSA and Special Education Income are lower than budgeted. This is offset by lower expenses. Adverse variances on both revenue and expenses will be displayed as negative numbers in the future.
- Other reports included the balance sheet, net assets, and key ratios.
- The total key ratio score is nine.

Discussion & Action **8. Approval of Minutes**

Motion: Mary McCann

2nd: Rudy Martin

Board Discussion: Approve the minutes from the August 17th meeting.

Vote: Unanimous Aye.

Discussion & Action **9. Consent Agenda Approval**

Motion:	**Rudy Martin**
2nd:	**Mary McCann**
Board Discussion:	Approve the Recruiting Policy, management's recommendation to not use **school uniforms, policy review committee members, and preparing a school benchmarking study.**
Vote:	**Unanimous Aye.**
Motion:	Mary McCann – **Table discussion of security guard in the FY 12 Board Fund Budget**
2nd:	**Rudy Martin**
Board Discussion:	Do not include the cost of a security guard in the FY 2012 Board Fund Budget. **A decision is tabled until the next meeting.**
Vote:	**Unanimous Aye.**
Motion:	Mary McCann - **Adopt the recommendations made by CPS into the Service Agreement prior to final submission for approval.**
2nd:	Rudy Martin
Board Discussion:	CPS will not approve a service agreement without encompassing certain recommendations. K12 has indicated that K12 Legal is amendable to the recommendations. CPS recommends that bonuses paid to K12 be based on their academic standards.
Vote:	Unanimous Aye.
Motion:	Mary McCann - **The Clinician Contract has to meet CPS Charter indemnification requirements and be submitted to CPS for approval/review.**
2nd:	Rudy Martin
	The clinician group is similar to the group presented previously to the Board. Efforts will be made to identify a third provider.
Vote:	Unanimous Aye.

Discussion & Action **10. EMO Evaluation**

Motion: Mary McCann - **Accept the EMO Evaluation, including one additional evaluation and forward to the EMO for a response and a plan of correction.**

2nd: Rudy Martin

Board Discussion: Accept the proposed metrics reporting which will include benchmarking.

- The evaluation has a rating scale between 1 and 5.
- The overall score is 3.35.
- One evaluation is not included in the score.

Vote: Unanimous Aye.

Discussion and Action **11. Employee Handbook**

Motion: Mary McCann - **Insperity will make amendments to the Employee Handbook in consultation with the Board Attorney and present as a final draft.**

2nd: Kevin Bargon

Board Discussion: The Board Attorney will review and then forward to Insperity.

Vote: Unanimous Aye.

Discussion & Action: **12. Benefits Enrollment**

Board Discussion: The financial impact of converting from a calendar year to a period that coincides with the teacher contract year should be reviewed. The Head of School will survey staff to determine how changing the open enrollment period will affect them.

Vote: None.

Discussion & Action:

13. Salary Range

1st Motion:

2nd: Mary McCann - **Accept the salary range presented by management.**

Board Discussion: Rudy Martin

This matches the current practice and will serve as a guide for hiring incoming teachers. Student performance is not the key area in determination of bonuses. Teachers' attainment of goals is more of a determining factor. The PhD should be deleted from the salary range. A range for bonuses should be considered.

2nd Motion: Mary McCann – **Table the discussion**

2nd: Lack of a 2nd

Vote on 1st motion: Unanimous Aye.

Discussion & Action: **14. FY 2012 Final Budget**

Motion: Kevin Bargon - **Approve the Final Budget and submit it to CPS.**

2nd: Mary McCann

Board Discussion: This is the budget format that will be submitted to CPS. The student enrollment caps have been updated from the first budget, increasing revenue by $80,000. Salaries reflect hiring two additional High School Teachers. This budget has $83,000 less of an operating deficit than the preliminary budget.

Vote: Unanimous Aye.

Discussion & Action: **15. Financial Reports Request**

Motion: Mary McCann - **The Board requests to receive financial transaction and enrollment detail reports on a monthly basis in addition to the current financial reports.**

2nd: Rudy Martin

Discussion: The Board President will send examples of the report formats requested. Enrollment reports should show student turnover information.

Vote: Unanimous Aye

Discussion & Action: **16. Policy Amendment**

Motion: Mary McCann - **Amend the policy on policies reading for matters that do not affect the entire school community.**

2nd: **Rudy Martin**

Discussion: The policy can be changed in future meetings. The public has an opportunity to comment on agenda items to challenge actions taken. This is intended to be used sparingly in emergency instances.

Vote: Unanimous Aye.

Discussion & Action: **17. Compliance Procedure**

Motion: Mary McCann – **Accept the compliance procedure as submitted by management and reports will be included in the consent agenda of Board meetings.**

2nd: Rudy Martin

Discussion: Reports submitted should be included on the Board meeting consent agendas prior to submission when possible.

Vote: Unanimous Aye.

Discussion & Action: **18. Head of School Credit Card**

Motion: Kevin Bargon - **Accept the request for the Head of School to obtain a credit card.**

2nd: Mary McCann

Discussion: Certain items may burden staff pending reimbursement. The credit limit is not to exceed $5,000. Statements are to be reconciled with receipts monthly by the Board Administrator.

Vote: Unanimous Aye.

Discussion & Action: **19. Computer wireless network upgrade**

Motion: Mary McCann - **Accept the acquisition to upgrade the wireless network for $3,900.**

2nd: **Rudy Martin**

Discussion: The increase in capacity is needed to support computer use for students at the Learning Center. The total cost quoted is $3,900. This is recommended to be charged to the FY 2012 Board Fund. Management will review.

Vote: Unanimous Aye.

Discussion & Action: **20. Organization Chart Update**

Motion: Mary McCann – **Update the organization chart to show the Board Administrator position reports directly to the Board.**

2nd: Rudy Martin

Discussion: The Board Administrator will report to the Board. The CPS Charter renewal recommendation included the creation of the position. The Operations Manager will be the FOIA Officer. The Board Administrator will be informed of any requests for information.

Vote: Unanimous Aye.

Discussion & Action: **21. K12 Invoice Payment Procedure**

Motion: Mary McCann - **Adopt the K12 invoice payment process.**

2nd: Kevin Bargon

Discussion: K12 invoices are to be reviewed by the Board Administrator, and then forwarded to the Treasurer for review and approval. The invoices must be presented to the full Board as a consent agenda item.

Vote: Unanimous Aye.

Discussion: **22. Public Comments**

The school year has gotten off to a very good start. Staff morale is high. Parent involvement is good. Staff and parents are pleased with the start of school.

The academic performance reports were presented in a good format.

The Board is excited that Dr. Butz has gotten off to a great start, and that the Board meeting process has improved. Staff is doing an outstanding job.

Action: **23. Adjournment**

Motion: **Mary McCann**

2nd: **Rudy Martin**

Adjourned at 8:55

Respectfully Submitted:

Secretary

These minutes have been posted on Chicago Virtual Charter School's Web Page - http://www.k12.com/cvcs.