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CVCS Board Meeting Minutes

June 15, 2011 at 7:00 - 8:30 PM

Chicago Virtual Charter School

38 S. Peoria, Chicago, IL 60607

Board meeting called to order at 7:00pm by Dr. Earl Fredrick. Members present are Earl Fredrick, Kevin Bargon, Rudy Martin, Mary McCann, Justin Solomon and Board Attorney Alan Wall. Also present are Leah Rodgers, Farland Jenkins, Freddie Gonzalez, and Darren Reed from K12.

Consent Agenda

- a. Approve May meeting minutes
- b. Finance Report
 - i. May Financials Report
 - ii. 2011-12 Budget Proposal
 - iii. Budget Assumptions
 - iv. Budget Calendar FY2012
 - v. Budget Priorities
 - vi. Summer School Budget
 - vii. Resolution to Hire Auditing Firm
- c. Course Promotion Policy (1st reading)
- d. High School Honors/AP Policy (First Reading)
- e. Summer School Policy (Second Reading)
- f. Progress Policy (Second Reading)
- g. Whistle Blower Policy (Second Reading)
- h. PAC report submission
- i. Board Meeting Dates for 2011-12
- j. Board HOS Evaluation submitted to k12 (Darren Reed)
- k. K12 Evaluation pending response to questions in evaluation tool

Discussion: Dr. Fredrick added items from the ONS compliance chart dating 6/28/11-7/15/11 to the Consent Agenda.

Action: Ms. McCann motioned to approve all items on the consent agenda with exception of **B. Finance Report** and items **C** and **D** will also require brief explanation. Mr. Martin seconded. Unanimous Aye.

B. Finance Report

Discussion: Mr. Jenkins explained the expected variance in the budget due to legal fees and a position that was not staffed. The cash balance was 898,000 dollars.

Compliance Items added to the Consent Agenda:

Discussion: The following items must be submitted to the Office of New Schools by the date indicated on the Compliance Chart. The School Calendar, Discipline Code, Board members contact information, Board meeting dates, Certificate of Liability Insurance, Special Education Staffing, and School Based Allocations for SGSA. Mrs. Rodgers thinks that there might be some leeway in regards to the SGSA budget submission since the per pupil funding rate has not been finalized. She also explained that the School Calendar and the Student Code of Conduct have already been submitted. She referred to the March meeting minutes in which the Board approved these two documents. Mrs. Rodgers will create a list of Board meeting dates on the third Wednesday of every month for the 2011-12 school year.

Action: Ms. McCann motioned to approve the additional compliance items that were added to the consent agenda with the exception of the School Based Allocations for SGSA and Federal Title I funds. Mr. Martin seconded. Unanimous Aye.

New Business Items

Option to Extend Learning Center Time by 45 minutes

Discussion: *Sessions would be 8:30-11:30 AM for the morning session and 12:30-3:30 for the PM session.* Mrs. Rodgers explained that CVCS is hoping to extend the session to have more instructional time with the students. Teachers often lose time with kids doing announcements, work samples, etc. More time needs to be dedicated to math and writing. The additional time will not affect the cost of the facility.

Follow up: The Board wants the schedule change to be detailed and communicated with parents. The schedule change should be submitted to the Board just like a policy to allow feedback.

Action: Ms. McCann motioned for Mrs. Rodgers to communicate the schedule change with the parents and resubmit it to the Board at the next meeting. Mr. Martin seconded. Unanimous Aye.

Learning Coach Handbook

Discussion: The schedule change could possibly affect the handbook however it needs to be printed as soon as possible for onboarding purposes. Mr. Bargon suggested that the handbook state that a minimum of two hours and fifteen minutes is required but that the Learning Center schedule is subject to change.

Action: Mr. Martin motioned to approve the Learning Coach handbook with the potential amendment of the time of the school day. Mr. Bargon seconded. Unanimous Aye.

Teacher Contract Language

Discussion: Mr. Wall is concerned with section 2A of the contract because it implies that administrators can terminate employees when only the Board has the authority to terminate employees. Either the last sentence needs to be stricken or redrafted. Mr. Wall would like to have the opportunity to review the contract language further and will do so within a week. Mrs. Rodgers wants the contracts to be finalized two weeks prior to August 1st so that employees have time to review their contracts. Mrs. Rodgers will make sure that the bonus details in the contract are the same as last year and then send it to Mr. Wall to review.

Action: Mr. Martin motioned to approve the Teacher Contract Language upon legal review and amendment. Dr. Fredrick seconded. Mr. Solomon recused. Unanimous Aye.

Registration of CVCS as a Charitable Organization

Discussion: Mr. Wall thinks that if CVCS could possibly receive charitable contributions during the year, then registration should be completed now that we have 501(c)3 status.

Action: Ms. McCann motioned to submit the registration as a charitable organization. Mr. Solomon seconded. Unanimous Aye.

Staffing

Six new proposed positions for 2011-12

Discussion: Approval of the six new proposed positions will be tabled pending further clarification of the budget. The Board wants to make sure that these positions are fully vetted before approving. Mrs. Rodgers and Mr. Reed pointed out that the new positions need to be considered sooner than the next Board meeting for hiring purposes. The financial impact of the new hires will be a 6% increase in spending and a 46% increase in the deficit. The new hires are substantial expenditures and even though some will replace KEG costs, it is not neutral revenue. It is not good practice to hire more staff when so many schools are making cuts. Mr. Bargon thinks it is too risky to hire now without knowing the budget. The only way that the risk would be limited would be if K12 took responsibility for the costs. Dr. Fredrick thinks we need to ensure that the budget is also supported the

virtual portion of the model. Mr. Reed will clarify the financial impact on the school with the Board. Dr. Fredrick thinks that it is imperative that CVCS have a budget planning process.

Board Liaison Position

Discussion: The title of the position should be Board Administrator.

Action: Ms. McCann motioned to approve the Board Administrator. Mr. Bargon seconded. Unanimous Aye.

Financial Analysis of Student Turnover

Action: Ms. McCann motioned to have a financial analysis of the student turnover. Mr. Bargon seconded. Unanimous Aye.

CVCS employee biannual performance report in February and June

Action: Ms. McCann motioned to have a CVCS employee biannual performance report in February and June to help with contract decisions. Mr. Martin seconded. Unanimous Aye.

Evidence of Public Notification and Posting

Discussion: The Board is required to post policies and documents publicly and would like to have a screen shot to verify when documents have been posted to the Big Think.

Action: Ms. McCann motioned that evidence of posted documents be submitted to the Board. Mr. Bargon seconded. Unanimous Aye.

Service Agreement Update

Dr. Fredrick thinks that the Board is at the point of having the final service agreement and is waiting for the final document from K12. CPS will then review and approve the document. The final service agreement should be approved within the next month.

Draft meeting minutes availability and board distribution within 10 days of meeting

Action: Mr. Martin motioned that meeting minutes be submitted to the Board within 10 days of the meeting. Ms. McCann seconded. Unanimous Aye.

Head of School Report

Enrollment

CVCS began May with 569 students and only 3 students withdrew. 2 students withdrew because they moved out of Chicago, and 1 student needed the structure of a brick and mortar school. At this time last year there were only 548 students enrolled.

Academic Report

Summer School Update

3rd, 6th and 8th grade students go to summer school based on attendance, math and reading, and ISAT scores. 63 students are going to summer school compared to 62 that went last year. The number of students required to attend due to ISAT scores has decreased but several students are attending because of attendance. The budget for summer school is for two teachers and the potential cost of Sped Services based on CPS requirements.

Scorecard

Mrs. Rodgers gave a highlight of engagement levels, and math and language arts scores. Dr. Fredrick thinks that the mastery of reading and math are the most important aspects of the scorecard that the rest of the items do not represent the Board's business. Mr. Bargon agrees that some indicators are more important than others, but it is good to be able to recognize what we are doing well and not lose sight of what needs improvement. Ms. McCann also thinks that number 12 is very important but would like to see where the high school problems are

taking place; Math and language arts, KEG teachers, etc. She would like to see quarterly high school data that refers to performance per course. The data should coincide with the report cards.

Follow up: Ms. McCann will put together a sample of the data that she wants to be addressed at the next meeting. Mrs. Rodgers will email her Head of School PowerPoint for the Board to review.

Course Promotion Policy (1st reading)

This policy applies to K-8 and states that a student cannot be given a course promotion after the 1st semester when working at an accelerated pace. Students who are catching up to their grade level curriculum will be eligible for a promotion past the defined semester cut off. This policy encourages parents to work ahead before the 2nd semester.

High School Honors/AP Policy (First Reading)

Discussion: Students in AP and Honors courses have to take final exams and if they do not maintain an A or a B they are removed and put into the regular classes.

Action: Ms. McCann motioned to approve the first reading of the High School Honors/AP Policy. Mr. Solomon seconded. Unanimous Aye.

Dr. Fredrick wants the auditors to complete an official review of the enrollment process and present it to the Board. If this is not included in the cost of the audit then the firm will have to be contracted separately to do so. Dr. Fredrick thinks that an outside opinion would serve as an extra safeguard to our charter

Action: Ms. McCann motioned that the Board get a proposal from ORBA. The finance committee will then have a conference call to discuss the elements of the contract. Mr. Bargon seconded. Unanimous Aye.

Public Comment


Mrs. Stanley spoke on behalf of CVCS parents. The Learning Coach handbook states that the Board will uphold the mission and vision of the school. CVCS does not have a vision statement and the mission is very general. It is important that everyone is operating on the same page and that parents voices are heard. Mrs. Stanley thinks that there are loop holes in the attendance policy and that it sends mixed messages to students. If a student happens to miss an Elluminate session, this may give them the idea that they do not need to keep working since they are already given a half day absence. She also wants to see proof that Elluminate helped for ISAT scores. Mrs. Stanley thinks that the Board should revisit the Community Coordinator job description to make it more hands on in the community. Because of Elluminate and Learning Center, her student is put at a disadvantage since he is only left with 3.5 days to complete OLS percentages.

Board Comment

Ms. McCann would like to see the Board review the Elluminate program and the Achievement tests.

Dr. Fredrick motioned to move the meeting into Executive session at 8:15pm pursuant to 5ILCS120/2(c)(1), and 2(c)(11) to discuss personal matters. Unanimous Aye.

Respectfully submitted,



Board Secretary
Justin Solomon

Date

8/17/11