

BOARD OF DIRECTORS MEETING
Merit School of Music
38 S. Peoria, Chicago, IL 60607

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WEDNESDAY, JANUARY 25, 2011

MINUTES

OPEN SESSION 7:00 P.M.

Call to Order:

Time: 7:05 pm

1. ROLL CALL	JUSTIN SOLOMON - BOARD SECRETARY	ABSENT/PRESENT
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Board Members:	Earl Fredrick – Board President	Present
	Mary McCann – Board Vice President	Present
	Kevin Bargon – Board Treasurer	Present (By Phone)
	Sabrina Boyle	Present
	Luz Chavez	Present
	La Shone Kelly	Absent

Staff:	Dr. Craig Butz Head of School	Present
	Estafania Bortolin Finance Manager	Absent
	Farland Jenkins Board Administrator	Present

2. Introduce Guests: None

Discussion & Action

3. Accept Agenda

Motion: Mary McCann – **Accept Meeting Agenda.**

2nd: Sabrina Boyle
Vote: Unanimous Aye.

Discussion: • None.

Discussion

4. Public Comments on Agenda Items

None.

Discussion

5. Daniel Murphy Scholarship Recipient – Asante Gilchrist

- Asante is an 8th grader who has been enrolled in CVCS since 2008
- He is an important asset to the Advanced Learner program and the school community
- CVCS acknowledges his achievement with a certificate of excellence

Discussion

6. K12 Department Presentation Nicolette David, Special Ed Services

- The Special Education (SPED) Services Team goal is to provide support for exceptional learners
- Intake process assesses students and provides orientation for families
- CVCS has a full inclusion model that allows SPED teachers to collaborate with general education teachers
- A continuum of services is provided
- SPED team works with the response to intervention team to implement appropriate interventions

Discussion

7. Head of School Report

- **Enrollment:** Enrollment is at 594 students with 155 students on the waitlist. Withdrawals are down by 15% compared to last year. Seat offers for 5 seats for K - 8 students are pending. The overall attendance rate continues to remain at 92.5%.
- **Compliance Reports:** The following reports have been submitted in a timely manner:
 - SPED Reimbursement claim
 - December ETL
- **Special Education:** There are currently 46 students with IEP's and 16 students with 504 plans. Three students are being evaluated for services. Twenty IEP's are scheduled for January 26 – February 23.
- **Previous Events and Field Trips:**
 - Winter Break – No events
 - 8th Grade student Asante Gilchrist received Daniel Murphy scholarship. He is the 1st CVCS student to receive the award which pays tuition to any private school in the country.
 - 8th Grade Constitution Exam

Upcoming Events:

- High School field trip to Greek-town January 27.
- New Schools for Chicago Expo – January 28 at Soldier Field.
- Kick off to semester 2 skating party January 30th at MLK Entertainment Center.
- K – 8 Progress Incentive Pizza Party all next week.
- End of Semester Awards Assembly – February 6th.
- Report Card pickup – February 6th.

Discussion & Action

8. Finance Report

Motion: Mary McCann – Accept the Finance Report

2nd: Luz Chavez

Vote: Unanimous Aye.

Discussion:

- There have been 13 withdrawals, 6 new students approved
- There have been no withdrawals by students who started school after

September

- There were no budget variances from prior months except a \$60 thousand credit that K12 issued for charges for students who did not attend after being enrolled last school (2011) but did not attend this year.
- The year to date budget deficit projection is \$768 thousand before service credits are applied.
- The cash balance is \$661 thousand.
- A payment of \$612,538 was made to K12 in October and another will be made in January.

Discussion & Action

9. Approval of Minutes

Motion: Sabrina Boyle –**Approve the meeting minutes.**

2nd: Luz Chavez

Vote: Unanimous Aye.

Discussion

- The minutes include the 11/16, 12/10, and 12/20 meetings.

Discussion & Action

10. Consent Agenda

Motion: Mary McCann – **Accept Consent Agenda items.**

2nd: Sabrina Boyle

Vote: Unanimous Aye.

Board Discussion:

- Accept the Consent Agenda items:
 - K12 Invoices
 - Employee Handbook
 - ETL Report
 - Compliance Calendar items
 - Board Administrator Expenses
 - Attendance Policy
 - K12 EMO Agreement

Discussion & Action

11. Insperity Contract

Motion: Mary McCann – **Accept the Insperity contract and addendum.**

2nd: Sabrina Boyle

Vote: Unanimous Aye.

- The details of the contract have been reviewed and approved by the Board attorney.

Discussion & Action

12. FY 2013 Budget Calendar

Motion: Mary McCann – **Move January budget items to February.**

2nd: Luz Chavez

Vote: Unanimous Aye.

- Discussion:
- A list of management needs and projected FTE's needs to be added to the calendar.
 - Funding assumptions will include additional funds from the Gates Compact.

Discussion

13. Strategic Planning

- Planning meeting included discussion about benchmarking
- The Board will give direction to management on the process of the strategic plan.

Motion: Luz Chavez - **Goals and parameters for the strategic plan will be established by the Board and responsibility will be given to management for the plan's preparation and then reported back to the Board.**

2nd: Sabrina Boyle

Vote: Unanimous Aye.

Discussion: 14. Outside Academic Credit Policy

- The policy is in place

Discussion: **15. Breakeven Analysis**

- Discussion:
- A new draft will be prepared with assumptions of the current funding level and the anticipated new funding level.

Discussion: **16. School Benchmark Analysis**

- CVCS performance percentiles are higher in most categories than the KIPP Ascend Academy in Chicago, including ISAT scores, and Value-added scores.
- KIPP is a bricks and mortar school that outperforms schools in the immediate geographical surroundings and offers an alternative for those students who are accepted.

Discussion & Action: **17. Mid-Year Academic Review**

Motion: Luz Chavez - **Accept the Mid-Year Academic Review Report**

2nd: Mary McCann

Vote: Unanimous Aye.

- A review of teacher performance for the first half of the school year rated teachers on instruction, communication, and professionalism.
- Scores are at three levels: Basic, Proficient, and Distinguished.
- Of the 14 teachers reviewed in grades K – 8, 5 were rated basic, 3 scored proficient and 3 scored as distinguished in overall averages.
- All 4 high school teaches evaluated were rated as proficient in all overall averages.

**Discussion &
Action:**

18. Mission Statement Review and Comment

Motion: Kevin Bargon – **Management and the Board Administrator will establish a mechanism to gather comments from the school committee and consider options and recommendations at a later meeting.**

2nd: Mary McCann

Vote: Unanimous Aye.

Discussion:

- Management requests that there be staff input into any changes that are made to the mission or vision statements.
- Inclusion of the entire school community will help build consensus for any changes made to the mission or vision statements.

Discussion **19. Summary of Planning Session**

- The planning session held on January 21 was very productive.
- The group evaluated benchmarking
- The benchmarking led to the concept of developing specific goals
- These metrics will drive decision making and governance

Discussion & Action:

20. Board Level Academic Goals

Motion: Kevin Bargon – **Incorporate setting academic performance standards as part of the mission and vision statement review process.**

2nd: Mary McCann

Vote: Unanimous Aye.

- Discussion:
- CPS has dictated the minimum academic performance level which is incorporated into the charter agreement.
 - The Board would like to establish standards that are measurable.
 - ISAT, ACT, and PSAT scores should be used to develop mission-driven parameters.
 - One option would be to have students achieve a performance level at the 90th percentile.
 - The performance standards could be established with a time frame.

Discussion & Action

21. Board Governance Committee Appointments

Motion: Sabrina Boyle – **Appoint Luz Chavez as a member of the Governance Committee.**

2nd: Mary McCann

Vote: Unanimous Aye.

- Discussion:
- Currently, the Board President is the only committee member.

Discussion & Action

22. Policy Committee Appointments

Motion: Kevin Bargon - **Appoint Sabrina Boyle as a member of the policy committee.**

2nd: Mary McCann

Vote: Unanimous Aye.

- Discussion:
- At least one Board member should be a member of the policy committee to work with Administration.

Discussion & Action

23. Board Member Background Checks

Motion: Sabrina Boyle – **Board Members will have background checks made through CPS and legal review of the reports.**

2nd: Mary McCann

Vote: Unanimous Aye.

- Management will work with CPS' volunteer services to have the background checks performed.
- The Board attorney and the governance committee should review the background check reports once completed.

Discussion & Action: **24. Public Comments**

- Discussion:
- Mr. Toman will present a new initiative for next month on a K12 national math class.
 - Mary McCann announced her resignation from the Board.
 - Mary McCann's service to the Board is greatly appreciated.

Action: **25. Adjournment**

Motion: Mary McCann

2nd: Sabrina Boyle

Vote: Unanimous Aye.

Time **8: pm**

Respectfully Submitted:


Secretary

~~2-17-12~~
2-15-12 sm3