

APPROVED



CHICAGO
VIRTUAL CHARTER SCHOOLSM

Chicago Virtual Charter School

Minutes

Board Meeting

Date and Time

Wednesday September 27, 2017 at 6:30 PM

Location

CVCS Learning Center, Polk Hall, Dial-in: 888-824-5783, Code: 472 54 033 Please use the following hyperlink for remote access to the live presentations <https://www.gotomeet.me/CVCS>

Directors Present

A. Berg, A. Richardson-Bryant, K. Speller, L. Kelly, L. Milton, M. Lewellen, S. Harkins

Directors Absent

None

Guests Present

Alison Fetzer, Allison Cleveland, E. DePersis, F. Jenkins, R. Lebron, S. Berger

I. Opening Items

A. Record Attendance and Guests

- A quorum is present

B. Call the Meeting to Order

A. Richardson-Bryant called a meeting of the board of directors of Chicago Virtual Charter School to order on Wednesday Sep 27, 2017 @ 6:35 PM at CVCS Learning Center, Polk Hall, Dial-in: 888-824-5783, Code: 472 54 033 Please use the following hyperlink for remote access to the live presentations <https://www.gotomeet.me/CVCS>.

C. Comments on Agenda

- None

D. Approve Agenda

A. Berg made a motion to approve the agenda.
S. Harkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Finance

A. FY 2016-2017 Draft Audit Report

- Alison Fetzer from the audit firm ORBA presented the FY 2017 audit report
- There were no significant audit findings
- K12 is going to issue a discount of the technology fee in order to achieve a surplus net asset balance that is required to conform to CPS financial accountability standards
- The auditors have requested that K12 put a statement on their letterhead that they agree with the credit amount the audit report shows
- A diversification of bank accounts may be considered in the future to lessen the risk of underinsured cash
- The audit firm will issue a management representation letter for signatures by both the Board and K12
- The date of the management letter will be the date of the end of the audit fieldwork
- The letter from K12 should be received simultaneously with the signing of the management letter
- An email has been sent by the auditors to K12 with the language that will support the credit on their letterhead
- The auditors would like to receive the management letter before October 5th
- The Form 990 report is due by November 15th
- The audit report can be approved knowing that the K12 letter and management letter needs to be signed

L. Milton made a motion to approve the audit report as presented by ORBA.

M. Lewellen seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

A. Berg	Aye
S. Harkins	Aye
L. Kelly	Aye
K. Speller	Aye
A. Richardson-Bryant	Aye
L. Milton	Aye
M. Lewellen	Aye

III. Closed Session pursuant to

A. Meet in Closed Session pursuant to 5 ILCS 120/2 et seq

- Closed session is tabled

B. Action(s) Taken on Closed Session

- No action

IV. Board Recognitions

A. Board Recognition

- Board members were presented with certificates honoring their service to the Board
- There was a moment of silence for former Head of School Dr. Craig Butz

V. Approve Minutes

A. Approve Minutes

S. Harkins made a motion to approve minutes from the Board Special Call Meeting on 09-11-17.
L. Kelly seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes

S. Harkins made a motion to approve minutes from the CVCS Board Academic Committee Meeting on 09-11-17.
L. Kelly seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes

S. Harkins made a motion to approve minutes from the Governance Committee Meeting on 08-23-17.
L. Kelly seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

S. Harkins made a motion to approve minutes from the Chicago Virtual Charter School Regular Board Meeting on 08-23-17.
L. Kelly seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Administration

A. Administration Report

- A report on school demographics was presented in anticipation of SQRP scores that are expected to be released next month
- Two calendars were presented: Board Action items and CPS Compliance
- The Board has completed training throughout the past two years
- The Board Action Items calendar was discussed in detail
- The teacher advisory council may be started up in October or November

B. Board Annual Calendar 2017-2018

- Discussed during Administration report

C. Board Member Due Diligence - Contractual Relationships

- Beginning in November there will be due diligence and contractual relationship evaluations performed each month

VII. Head of School Report

A. HOS Report

- R. Lebron presented the Head of School Report which included:
 - Enrollment Update
 - Special Education Update
 - Staffing
 - Facilities
 - School Highlights and Events

S. Harkins made a motion to accept the Head of School's recommendation to hire a Social Worker, MS Science Teacher, K-8 Physical Education Teacher, ESL Teacher and a 4th Grade Teacher.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

L. Kelly Aye
L. Milton Aye
A. Berg Aye
K. Speller Aye
S. Harkins Aye
M. Lewellen Aye

- R. Lebron will provide an organizational chart at the next meeting
- F. Jenkins will perform a facility walk-through next week
- Member K. Speller provided information about an upcoming college fair
- The Board sponsored luncheon was a successful event
- The homeless population is being tracked

VIII. Finance

A. FY 2017-2018 August, 2017 Financial Report

- No discussion

B. K12 Invoices

L. Milton made a motion to approve the August K12 invoices for \$72,773.92 and approve the K12 payment in the amount of \$288,727.91.

S. Harkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Harkins Aye
A. Berg Aye
L. Milton Aye
M. Lewellen Aye
L. Kelly Aye
K. Speller Aye

C. K12 Payment Request

- Approved

IX. Academic

A. Committee Report

- NWEA test results were presented
 - Management will create a monthly report to show solutions being pursued to improve achievement
 - NWEA performance data will be disaggregated into subgroups when it is available
 - Strategic Goals were not met
- Class Connect time for Math and Reading will be increased by 15 minutes
- Core Class Instruction by Certified Instructors
- Physical Education Instruction
- Test scores are not where the Board would like them to be
- The Committee requested information on student intervention efforts
- The Committee requested additional peer review research on Star 360
- The issue will be addressed later in the year
- Performance towards the academic goals will be presented when SQRP information is released
- Part of the due diligence is to evaluate academic performance as compared to other CPS schools
- Test scores are not where the Board would like them to be
- The Committee requested information on student intervention efforts
- The Committee requested additional peer review research on Star 360
- The Star 360 issue will be addressed later on in the school year
- Performance compared to the academic goals set last year for the 2017 school year will be presented when SQRP information is released
- Part of the due diligence that the Board is undertaking is to evaluate academic performance as compared to other CPS schools

X. Head of School Evaluation

A. Evaluation Update

- Member A. Berg is compiling all the evaluations
- The evaluation should be completed by the next meeting

XI. Executive Committee

A. Update on Closed Session

- The Committee met on a personnel matter
- R. Lebron will provide additional information to the Committee on decisions made so that formal correspondence can be sent out

XII. Governance

A. Committee Report

- The Committee did not meet this month

XIII. Strategic Planning

A. Committee Report

- The preliminary test results for school year 2016-2017 indicate that there may be a decrease from the prior year in overall performance

XIV. Old Business

A. CVCS Chief Executive Officer

- The position had been posted and was then un-posted
- A few changes have been made to the position description
- The position was recommended by the curriculum audit
- It is recommended that the prior approval of the position be rescinded

M. Lewellen made a motion to rescind the August 23rd approval of the CEO position.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Harkins Aye

M. Lewellen Aye

A. Berg Aye

K. Speller Aye

L. Kelly Aye

L. Milton Aye

M. Lewellen made a motion to approve the revised CEO job description.

A. Berg seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Kelly Abstain

M. Lewellen Aye

K. Speller Aye

A. Berg Aye

A. Richardson-Bryant Aye

S. Harkins Aye

L. Milton Aye

XV. Closing Items

A. Public Comments

- Teachers are close to the students and are concerned about additions to leadership
- The new CEO position is not intended to be another layer of accountability for teachers

B. Adjourn Meeting

S. Harkins made a motion to adjourn the meeting.

L. Milton seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:12 PM.

Respectfully Submitted,

F. Jenkins