

APPROVED



CHICAGO
VIRTUAL CHARTER SCHOOLSM

Chicago Virtual Charter School

Minutes

Board Meeting

Date and Time

Wednesday January 25, 2017 at 6:00 PM

Location

Learning Center - Polk Hall

Board Members Present

A. Berg, L. Kelly, L. Milton, R. Nash, S. Harkins

Board Members Absent

A. Richardson-Bryant

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

L. Kelly called a meeting of the board of directors of Chicago Virtual Charter School to order on Wednesday Jan 25, 2017 @ 6:02 PM at Learning Center - Polk Hall.

C. Approve Minutes

A. Berg made a motion to approve minutes from the Board Meeting on 12-21-16.

L. Milton seconded the motion.

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

A. Berg made a motion to approve minutes from the Governance Committee Meeting on 12-21-16.

L. Milton seconded the motion.

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

D.Accent on Achievement

- The Board Vice President presented an award to a student

II. Meet in Closed Session for Discussion of minutes of meetings lawfully closed

A.Closed Session

L. Milton made a motion to move close sess to end of agenda.

A. Berg seconded the motion.

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

L. Milton made a motion to move into clos sess 7:20.

S. Harkins seconded the motion.

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

B.Closed Session Discussion

C.Resume Open Session

L. Milton made a motion to Resume open session.

R. Nash seconded the motion.

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

Roll Call

S. Harkins Aye

A. Berg Aye

L. Milton Aye

R. Nash Aye

III. Action on Closed Session

A.Action on Closed Session

L. Milton made a motion to release closed session meeting minutes.

A. Berg seconded the motion.

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

Roll Call

A. Berg Aye

R. Nash Aye

L. Milton Aye

IV. Head of School Report

A.Head of School Report - Information Items

- The Head of School presented updates
- Special Education compliance is at an all time high
- Families that withdraw are asked to complete an exit form
- The Board would like to see a sample of the exit data
- A target for fewer withdrawals may be able to be established
- Mobility rate reduction is a goal
- Professional development program includes working on a mentorshp program
- Management will present professional development data at the next meeting
- The exit form should include space for comments

V. Academic

A.Academic Standards

- The Academic Committee met on 1/18 and discussed academic goals
- We have relied on organizational memory to develop the plan in the past
- The plan should be reduced to a policy statement and administrative procedures
- The Board Administrator has been requested to prepare a draft policy and plan

S. Harkins made a motion to create a policy that will articulate the development of written perocedures.

L. Milton seconded the motion.

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

- Student achievement was evaluated during the meeting
- The committee is concernd about scores of African American and diverse learner student achievement gaps
- The committee suggests that 2015-16 scores be used as a baseline

R. Nash arrived late.

- Management. is going to provide an update at next Academic Committee Meeting

S. Harkins made a motion to a set of measurable SQRP results that will improve by 5% or no less than 5% of the baseline scores between the 2014-15 baseline scores.

L. Milton seconded the motion.

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

- The comm will take time at the end of each meeting to assess the meeting effectiveness

B.Academic Strategic Plan

C.Curriculum Audit Update

- Management met with the audit firm and discussed providing them with instructional materials
- A sample was provided to them
- The contracts are ready for signatures
- Management. is waiting for the Board's contract signature
- The work continues to move forward
- There is not a target com[letion date
- A completion date is important
- Indicate that the committee chair is authorized to represent the team

VI. Finance

A.December, 2016 Financial Report

- The graphs provide a more understandable presentation
- The statement of financial position report indicates financial ratios
- Teacher and K12 costs are the biggest costs
- Funding has been reduced but K12 chrgrs have also been reduced

- There are no significant changes in the P&L actuals versus the budget
- The CPS fund payments have been received

B. Form 990- Draft

- The State of Illinois report is not presented
- The 990 AG-IL has not been done for the past several years
- The State sends letters each indicating the school is not a registered charitable organization
- The board attorney has responded to those letters in the past

L. Milton made a motion to approve filing the 990 return.

S. Harkins seconded the motion.

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

Roll Call

L. Milton Aye

R. Nash Aye

A. Berg Aye

C. K12 Invoices

L. Milton made a motion to approve K12 invoices.

S. Harkins seconded the motion.

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

Roll Call

S. Harkins Aye

L. Milton Aye

A. Berg Aye

R. Nash Aye

D. K12 Payment Request

L. Milton made a motion to approve the K12 payment request in the amount of \$391,380.30.

S. Harkins seconded the motion.

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

Roll Call

S. Harkins Aye

L. Milton Aye

A. Berg Aye

R. Nash Aye

VII. Full Board

A. Board Training

- The \$10,000 annual budgeted for Board training funds do not roll over from year to year

VIII. Governance

A. Conflict of Interest Policy with Board Attorney recommendations

- The board will still be required to follow applicable state laws
- The benefit of the policy is that it provides the essentials of compliance with the state law

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

IX. Strategic Planning

A.Strategic Planning Update

- The committee chair will meet with the Head of School to determine a process

L. Milton made a motion to amend the agenda to move public comments prior to closed sessions.

S. Harkins seconded the motion.

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

X. Other Business

A.Title VII & Title IX

- The document has been reviewed by the board attorney
- The new policy will be included in the handbooks next year
- It is important to have the components in place
- This policy covers school bullying
- The Illinois school code requires having a anti-bullying policy
- The policy should be reviewed every 2 years
- There will be staff training for interventions

S. Harkins made a motion to Accept the procedure as presented.

L. Milton seconded the motion.

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

XI. Closing Items

A.Public Comments

- Members are encouraged to use Board on Track

B.Adjourn Meeting

L. Milton made a motion to adjourn the meeting.

S. Harkins 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 7:50 PM.

Respectfully Submitted,

L. Milton