

APPROVED



CHICAGO
VIRTUAL CHARTER SCHOOLSM

Chicago Virtual Charter School

Minutes

Board Meeting

Date and Time

Wednesday December 21, 2016 at 6:00 PM

Location

38 S. Peoria St, Polk Hall, 1st Floor

Board Members Present

A. Berg, A. Richardson-Bryant, L. Kelly, L. Milton, S. Harkins (remote)

Board Members Absent

R. Nash

Guests Present

A. Wall, E. DePersis, F. Jenkins, R. Lebron

I. Opening Items

A. Record Attendance and Guests

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 Dec 21, 2016 @ 6:10 PM at 38 S. Peoria St, Polk Hall, 1st Floor.

C. Agenda Comments and Approval

D. Approve Minutes

A. Berg made a motion to approve minutes.

L. Milton seconded the motion.

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

II. Motion to Meet in Closed Session(s)

A. Meet in Closed Session for the appointment, employment, compensation, discipline, performance,

L. Milton made a motion to meet in closed session.

A. Berg seconded the motion.

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

B. Action on Closed Session

A. Berg made a motion to Award a bonus amount of 5% for Board employee number one.

L. Kelly seconded the motion.

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

Roll Call

S. Harkins Aye

R. Nash Aye

L. Kelly Aye

A. Richardson-Bryant Aye

L. Milton Absent

A. Berg Aye

A. Berg made a motion to K12 make the payment to the auditors as soon as possible.

L. Kelly seconded the motion.

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

Roll Call

A. Richardson-Bryant Aye

L. Milton Abstain

S. Harkins Aye

R. Nash Absent

A. Berg Aye

L. Kelly Aye

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

- Session was tabled

A. Berg made a motion to Table meeting in closed session to discuss the closed session meeting minutes until the January Board meeting.

L. Milton seconded the motion.

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

D. Action on Closed Session

III. Head of School

A. Head of School Report

- Materials were distributed

IV. Academic

A. Committee Report

- The committee met 2 weeks ago and discussed the strategic planning process

B. Curriculum Audit Update

- The teachers are completing surveys
- Parent surveys have been extended
- A plan to address an achievement gap among student groups was presented
- There should be bids for purchases
- There has been curriculum audit surveys conducted for parents and teachers
-

C. Professional Development

- There will be multicultural training for teachers
- There is a proposal for an outside consultant in August
- Management will bring bids to the board from other trainers in April who may be used for additional training

V. Ad Hoc CEO Evaluation Committee

A. CEO Bi-Annual Evaluation Update

- Thanks to Board members for their participation
- Thanks to the Head of School and staff
- The HOS has a memo on the findings
- Goals are being developed

VI. Executive Committee

A. Purpose and Scope

- The committee works in collaboration with the Head of School
- It will be an ad hoc committee and meet as needed
- The committee could eventually be absorbed by the governance committee
- There will be a committee self assessment
- The committee would like approval by full board
- The committee will meet in absence of the full Board to sometimes conduct business
- The Committee cannot amend the bylaws
- The Committee cannot take any action prohibited by the charter
- It is subject to approval by the full Board

S. Harkins made a motion to Approve the purpose of the Executive Committee as presented.

L. Kelly seconded the motion.

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

VII. Finance

A. November, 2016 Financial Report

- Graphs will be included in next months meeting

•

B.Employee Benefits Renewal

- The Insperity provider contract has been renewed
- There has been a very slight increase from last year's rates
- Bids should be solicited in September or October on next years calendar

C.Fiscal Policies

- The draft policy document will be incorporated into the board handbook
- The policy is up for review

D.20th Day Program Amendment

- There as an increase in the reimbursement amount based on enrollment count
- No other programs were added
- A percentage increase in Title I funding has been allocated to certain staff member costs to free up funds

E.K12 Invoices, November, 2016 - \$222,515.47

L. Milton made a motion to approve k12 invoices in the amount of \$222,515.

S. Harkins seconded the motion.

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

Roll Call

A. Berg Aye
R. Nash Absent
L. Milton Aye
L. Kelly Aye
S. Harkins Aye

- Invoices for November have been submitted

VIII. Governance

A.Revised Conflict of Interest Policy

A. Berg made a motion to approve the conflict of interest policy.

L. Milton seconded the motion.

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

Roll Call

A. Berg Aye
L. Milton Aye
L. Kelly Abstain
R. Nash Absent
S. Harkins Aye
A. Richardson-Bryant Aye

- The policy has been reviewed by the Board attorney

B.Ad hoc Personnel Committee Chair Nomination

L. Kelly made a motion to nominate Board member Nash to chair the committee.

L. Milton seconded the motion.

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

- Board member Nash has agreed to chair the committee

C. Committee's Purpose

A. Berg made a motion to approve governance committee purpose as presented.

L. Milton seconded the motion.

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

- The number of committee members has been reduced to 2 members down from 5.
-

D. Purchase Bids Policy

L. Kelly made a motion to approve the purchase policy as presented and to require a bid from 3 vendors for purchases greater than \$5 thousand.

A. Berg seconded the motion.

The motion did not carry.

- The practice in the past was that purchases less than \$5k did not need to come to the board for approval
- There should be at least 3 competitive bids for purchases
- Ask administration to investigate price structures
- Do not use the term bidding
- The Board would like management. to seek 3 different vendors for a given item over \$5 thousand
- Sometimes management has to contract quickly
- State statute sets the minimum amount for bidding at \$25 thousand or by policy
- The Board could set a lower amount by policy
- The executive committee is authorized to take action between meetings to approve purchases
- The motion was withdrawn with no vote

E. Board Policy Manual

- The Board committee chairs will review and make revisions and pass to the Board attorney for review
- A reference to school code compliance and state statutes should be added to the policies
- It may be helpful to have adopted and amendment dates

F. ORBA Audit Findings of Non-Compliance

- The governance committee has a recommendation for the Board to request the Board attorney to draft and forward a notice to cure in accordance with the service agreement

L. Milton made a motion to approve the Board attorney to send a notice to K12 for a notice to cure in accordance with the service agreement.

A. Berg seconded the motion.

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

G. Educational Products & Services Agreement Between CVCS and K12 Classroom LLC

- Provision 5.1 and 5.2 of the service address the term of the renewal of the service contract

- The governance committee recommends to the full Board to direct the attorney to draft a notice of intent to not renew the service agreement under section 5.2 of the service contract
- Some of the charter renewal non-compliance items will be addressed in the notice to cure to be sent to K12
- The notice to cure will allow K12 90 days to cure
- The notice coincides with the January 1, 2017 date to provide notice

A. Berg made a motion to request the board attorney to send a notice of intent to not renew the service agreement under sections 5.1 and 5.2 of the service agreement with the reservation of the right to rescind.

L. Milton seconded the motion.

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

IX. Strategic Planning

A.Strategic Plan Update

- The committee chair has been meeting with the Head of School
- The academic committee will be driving the plan
- The past process has been the Board develop what outcomes will be achieved and that management develops how the objectives and outcomes are achieved
- Other stakeholders will be included

X. Other Business

A.Meeting Recorder

- The meeting recorder was previously discussed for the board secretary to be able to take minutes
- This is not withstanding the secretary's duties in terms of agendas and minutes
- Other suppliers have been checked and will be reviewed by the executive committee

L. Milton made a motion to approve the purchase of the Soniclear recorder.

A. Berg seconded the motion.

The motion did not carry.

- The motion was withdrawn and amended

L. Kelly made a motion to authorize the executive committee to approve the purchase and present the results to the full Board at the January meeting.

L. Milton seconded the motion.

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

Roll Call

A. Berg Aye
 R. Nash Absent
 L. Kelly Aye
 L. Milton Aye
 S. Harkins Aye

XI. Closing Items

A.Adjourn Meeting

- The new position roles will be considered in governance committee
- Happy holidays

L. Milton made a motion to adjourn the meeting.

A. Berg 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 8:23 PM.

Respectfully Submitted,

L. Milton