

APPROVED



**CHICAGO**  
VIRTUAL CHARTER SCHOOL<sup>SM</sup>

## Chicago Virtual Charter School

# Minutes

### Chicago Virtual Charter School Board Meeting

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#### **Date and Time**

Wednesday February 22, 2017 at 6:00 PM

#### **Location**

CVCS Learning Center, Room #230

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#### **Board Members Present**

A. Richardson-Bryant, L. Kelly, L. Milton, R. Nash, S. Harkins

#### **Board Members Absent**

A. Berg

#### **Guests Present**

Allen Wall, E. DePersis, F. Jenkins, R. Lebron, S. Berger

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

- There is a quorum 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 Feb 22, 2017 @ 6:02 PM at CVCS Learning Center, Room #230.

#### **C. Approve January 11, 2017 Executive Committee Meeting Minutes**

- The Board Secretary was not present at the meeting

### **D.Approve January 18, 2017 Academic Committee Meeting Minutes**

R. Nash made a motion to approve minutes from the Academic Committee Meeting on 01-18-17.

S. Harkins seconded the motion.

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

### **E.Approve January 25, 2017 Board Meeting Minutes**

- Remove the language of filing the state return

S. Harkins made a motion to approve minutes from the Board Meeting on 01-25-17.

R. Nash seconded the motion.

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

## **II. Head of School Report**

### **A.Head of School Report**

- The Head of School presented enrollment information
- IEPs are 96% compliant
- A staffing update was reported
- Details of incidents were provided; it is not clear there is cyberbullying or students with IEPs are included
- Only suspensions are reported to CPS
- Additional Information on the report will be provided to executive committee and provide the information at the March meeting
- The category of "other" on the report includes disruptive behavior
  
- There is not a clearly defined difference in categories on the incident reports; disruption-CC, disruption LC and other
- The "other" category raises questions
- The attend related category is for students who have missed more than 10% of classtime at the learning center
- Truancy is reported under attendance category
- Truancy triggers requirements by CPS
- The Board would like to see truancy data
- Management will also provide truancy office referrals
- The Board needs an overall definition of truancy
- Management. will add a truancy category for the next report
- A distinction should be made for students who have not signed on
- Management will follow up on truant officer referrals
- There will be a different table for truancy
- There have been no staff related incidents
- CVCS events are highlighted in the report
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### **B.Family Exit Survey**

- The family exit survey forms were presented along with the survey results
- Not all families participate

### **C.Professional Development Contracts**

- Management presented three proposals
- Management. recommends retaining Dr. Cohen from NIU for the professional development contract
- The trainings will be held in August
- This is an amendment to the professional development plan
- The funding for the training will part of the FY 18 budget
- The Academic committee has confidence in the proposal recommended by the Head of School

S. Harkins made a motion to approve the proposed contract for Dr. Richard Cohen for professional development in the area of cultural competency to take effect in fiscal year 2018.

L. Kelly seconded the motion.

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

**Roll Call**

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

**III. Academic**

**A.High School Academic Performance Goals**

- The committee considered the 3 professional development contract proposals
- The committee discussed strategic academic performance goals for the High School level
- The previous meeting had discussion and for the K-8 academic goals
- The committee considered maintaining a level 2+ and have a 5% or greater increase in student achievement based on FY 2015 performance

High School Performance Goals for vote:

- Graduate and Post-Secondary Success
  - 4-year cohort graduation rate - 46.3
  - Early college and career credentials - 18.2
  - College enrollment rate (class of 2016) - 68.0
  - College persistence rate (class of 2015) - 62.5
- Progress to graduation
  - Average Daily Attendance Rate - 95.0
  - 1-year dropout rate - 10.4
  - Freshman on-track rate - 44.7
- My Voice, My School Survey Results
  - Overall Rating - Organized
- Data Quality Index Score - 99.3

S. Harkins made a motion to accept the High School academic performance goals as discussed in comments.

R. Nash seconded the motion.

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

- The committee also discussed in the committee meeting Illinois social emotional learning standards
- The committee discussed a control chart which identifies common cause variances
- A data dive analysis may be completed in September
- Class Connect was discussed in the committee meeting
- The strategic plan draft was discussed
- Management and CVCS Board roles were discussed
- Stakeholder input into the strategic plan was discussed with the Head of School and the Committee chair
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### **B. Curriculum Audit Update**

- A draft of the curriculum management audit should be available by next meeting
- The committee performed a self-evaluation
- The Head of School and the Committee Chair will work together on the data dive analysis design
- The Board Administrator notes that there will be an additional meeting in September for the presentation of the analysis results

### **C. Class Connect**

This was discussed previously

## **IV. Finance**

### **A. January, 2017 Financial Report**

- Several graphs were presented showing a % of cost breakdown
- The forecast versus budget report has related service provider costs higher than in prior years
- There will be a reduction in CPS funding of \$200 thousand
- There will be an additional TIF funding
- There will be approximately \$120 thousand reduction net
- Some costs may be shifted into other categories that are reimbursable
- The impact of those items will be reported on next month's reports

### **B. K12 Invoices**

#### **C. K12 Payment Request**

L. Milton made a motion to approve the payment of the K12 invoice for \$388,346.56 and approve the K12 invoices of \$189,681.77.

S. Harkins seconded the motion.

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

#### **Roll Call**

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

## **V. Governance Committee**

### **A. Policy Review and Development**

- Several policies were reviewed in the Governance Committee meeting including a strategic planning policy
  - Strategic Planning Policy

S. Harkins made a motion to accept the policy schedule and framework as presented.

L. Milton seconded the motion.

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

- The policies will be referred to the Board attorney for review
- A purchasing policy was discussed in the Academic Committee meeting and presented to the full Board
- Our current purchasing approval threshold is \$5 thousand
- Under the law it may be increased to \$25 thousand
- The draft was to have a 2 proposal minimum
- The Board attorney will report back to the Board on the issue of the \$25 thousand minimum requirement for Board approval
- The Treasurer is ok with an amount around \$15 thousand
- The Board attorney review will be ready for the next Executive Committee Meeting so the policy can be finalized by the next full Board meeting
- The Governance Committee reviewed policies pertaining to recruitment, orientation and having a timeline for on-boarding new members
- The recommended timeline:
  - April - potential Board Members
  - May and June - recommendations
  - June and July - appoint new Board members
- The initial draft of the 3 policies will be posted to Board on Track and will be available for the March 22nd full Board meeting
- Recruitment is a priority and they by-laws allow for up to 10 members
- The 3 are recruitment, orientation and the orientation timeline which will be posted to Board on Track as well as Board training and record retention

## **B.Non-Financial Compliance**

- A notice to cure letter was sent to k12 on December 29th
- Correspondence was received from K12 on January 24th
- Additional steps have been taken to correct attendance items
- Management is on track with attendance compliance
- The Board recommends that CPS performs an attendance audit, possibly by April
- Management is able to audit internally
- The ORBA auditors also audit the records
- CPS will get back to us about the process would go
- We are already being evaluated for compliance with the charter agreement renewal conditions
- The K12 letter stated that in the near term K12 will be working with the Board to address policy changes related to parent expectations for attendance
- Management will work with the Board to modify policies to be in compliance
- The current policy is sufficient

## **C.Strategic Plan**

- Recommendations were made to divide the plan into sections for review according to committees
- Each committee will review different sections and have recommendations for goals at the next Board meeting:
  - Goals Related to Academic Excellence - Academic Committee
  - Goals Related to Education and Curriculum Development - Academic Committee
  - Goals Related to School Community - Governance Committee
  - Goals Related to Management and Administration - Governance Committee
  - Goals Related to Board Development and Governance - Governance Committee
  - Goals Related to Organizational Development - Governance Committee
  - Goals Related to Staff Development and Retention - Personnel Committee
- The timeframe for review is by the next Board meeting
- The sections can be placed on each Committee meeting's agendas
- Measurable metrics need to be added to many of the goals

## **D.Board Operations**

### **VI. Ad Hoc CEO Evaluation Committee**

#### **A.CEO Evaluation**

- There is not a report but we need to be aware that the next review will be in April

### **VII. Old Business**

#### **A.Purchasing Policy**

- This was previously discussed

#### **B.Board Training Proposal**

- A training consultant proposal was presented
- Send questions to the consultant
- Board on Track webinars can fulfill training requirements for the year
- Training does not need to be rushed but should be completed before June 30th
- The Board Administrator will get more detail from the trainer after receiving feedback on training needs sent from Board members
- Board members will individually submit questions to the Board Administrator

#### **C.Soniclear Software and Board Member Computers**

- Meeting minutes can be kept in one location
- The recorder may be passed to each secretary
- Sonicare will remove responsibility for meeting minutes from the Board Administrator
- Meeting information is online
- We need to reduce the paper usage
- Computer literacy may need to be included in Board training

- Two additional transcription services should be presented so that there are 3 to vote on
- Links for 2 other systems will be forwarded to Board members
- The cost is less than \$5 thousand
- This item had been on the Executive Committee agenda
- Board members may need to have personal computers
- We may not want to use the computer vendor used by the school
- The Board Administrator will follow-up on the purchase

### **DK-8 Academic Performance Standards**

- At the last meeting the vote to reflect performance goals was not for the same goals approved by the Academic Committee
- The previous action will be rescinded and the committee approved goals will be enacted

The Academic performance goals to be substituted:

- Reading Growth on NWEA MAP (grades 3-8)
  - All Students - 77.0
  - African-American Priority Group - 57.0
  - Hispanic Priority Group - 98.0
  - Diverse Learners Priority Group - 30.0
- Math Growth on NWEA MAP (grades 3-8)
  - All Students - 34.0
  - African-American Priority Group - 20.0
  - Hispanic Priority Group - 65.0
  - Diverse Learners Group - 4.0
- NWEA Growth Percentage
  - Percent Making National Average Growth - 52.4
- Attainment on NWEA
  - Reading attainment for 2nd grade - 73.0
  - Math attainment for 2nd grade - 40.0
  - Reading attainment for 3rd - 8th grade - 76.0
  - Math attainment for 3rd - 8th grade - 53.0
- Attendance Rate
  - Average Daily Attendance Rate (K-8) - 95.4
- My Voice, My School Survey Results
  - Overall Rating - Organized
- English Learner Progress
  - Growth on ACCESS exam - 42.9
  - Data Quality
    - Data Quality Index score - 99.3

L. Kelly made a motion to Rescind the previous K through 8 academic performance goals and substitute them with the goals listed in the discussion.

S. Harkins seconded the motion.

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

S. Harkins made a motion to substitute the previous goals as listed in the discussion and meeting documents packet.

L. Kelly seconded the motion.

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

## **VIII. New Business**

### **A.New Business Topics**

- The Board requested the Board attorney to send a letter to the Attorney General regarding the clarification of whether a form should be filed based on our school's status
- The Board will follow up with a telephone call

## **IX. Closing Items**

### **A.Public Comments**

- None

### **B.Meeting Evaluation**

- The meeting went well because the time use was efficient
- The focus was on action items and not day to day operations
- The times need to be on the agenda
- It is difficult to navigate the agenda online
- It was difficult keeping place in the agenda
- The last 2 meetings have been good overall
- The committee meetings help to facilitate the meeting effectiveness
- There has been good collaboration between Board and management
- Management appreciates the feedback

### **C.Adjourn Meeting**

L. Kelly 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 7:42 PM.

Respectfully Submitted,  
L. Milton