

APPROVED



CHICAGO
VIRTUAL CHARTER SCHOOLSM

Chicago Virtual Charter School

Minutes

CVCS Governance Committee Meeting

Date and Time

Wednesday February 22, 2017 at 5:30 PM

Location

38 South Peoria Street, Room 230

Committee Members Present

A. Richardson-Bryant, L. Milton

Committee Members Absent

Guests Present

Allen Wall, Farland Jenkins, Richard Lebron, S. Berger, S. Harkins

I. Opening Items

A. Record Attendance and Guests

- The Committee has a quorum

B. Call the Meeting to Order

A. Richardson-Bryant called a meeting of the Governance committee of Chicago Virtual Charter School to order on Wednesday Feb 22, 2017 @ 5:34 PM at 38 South Peoria Street, Room 230.

II. Policy Review and Development

A. Policy Review and Development

- Policies were identified for recommendation to the full Board

L. Milton made a motion to approve Board and Board member development policy as described below.

A. Richardson-Bryant seconded the motion.

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

- Individual members will increase their knowledge and skills necessary to effectively govern and provide quality public education including the ability of placing primary focus on overall student success and understand their role and the difference between the Board and the EMO.
- Develop, articulate and implement a blended model vision for the public education in the Chicagoland community
- Build consensus among Board members with the community.
- Interpret and use data to monitor district progress and communicate effectively
- Interact with the education community
- Advocate effectively for the welfare of CVCS
- Govern through written Board policy

L. Milton made a motion to accept the Board development policy.

A. Richardson-Bryant seconded the motion.

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

The Board development policy:

- The Board will invest in its governing capacity and will assure that the Board and its members have the knowledge, skills and support necessary for excellent governance
- Training will be used as necessary to orient new development directives for membership and develop and maintain current director skills and knowledge
- Continue learning regarding the current and future state of public education will the Board to guide the future vision of CVCS
- External monitoring assistance will be used as necessary to enable the Board to exercise confident control over organizational performance; this includes but is not limited to a fiscal audit

L. Milton made a motion to accept a mentoring program for new Board members policy.

A. Richardson-Bryant seconded the motion.

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

The mentoring policy:

- There will be mentoring eligibility and assignment and specific guidelines for mentoring of new Board members

L. Milton made a motion to accept a policy for document retention and destruction.

A. Richardson-Bryant seconded the motion.

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

The document retention and destruction policy identifies:

- Te length of retention
- Te responsibilities of staff, volunteers and members of the Board for maintaining and documenting the storage and destruction of CVCS documents and records including paper or electronic documents

- These are to be retained for the period of their immediate use unless longer retention is required for the historical record contractual, legal, financial or regulatory requirements, or for other purposes as determined by the Board of directors VCS, its authorizers, CPS, ISBE and their designees and any other regulatory agencies or applicable law
- Records that are no longer required or have satisfied their required period of retention may be destroyed
- No officer, director, employee, volunteer or agent of CVCS shall knowingly destroy any document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency in relation to or consequence of any such matter or case
- This policy covers all CVCS records and documents regardless of form
- The Board attorney will have an opportunity to review the policy
- The Board attorney wants to be sure that this policy indicates that the school and the Board's records retention policy is in compliance with state law

L. Milton made a motion to recommend the policy for nominating committee procedures.

A. Richardson-Bryant seconded the motion.

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

This policy has 3 parts:

- Membership
- The source of candidates
- Solicitation for names of consideration

L. Milton made a motion to accept the policy for nominating procedures for additional candidate interviews, Objective Criteria for Selection of Nominees for Offices Committee Action and the Nominating Committee Calendar and Timelines.

A. Richardson-Bryant seconded the motion.

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

III. Non-Financial Matters

A. Notice to Cure

- The Board sent K12 a notice to cure on December 29, 2016
- We have received a response from K12
- The Head of School has reviewed the attendance issues and stated that they have been corrected
- As of today attendance records are accurate and are reconciled once per week

B. Facilities

- There are some items of compliance that were identified during the charter renewal
- The Board President and Board Administrator performed a walk-through to determine if items had been complied with
- Some items of compliance have not been completed
- It is the role of K12 and the Board Administrator to insure that the items be corrected as requested
- The Board Administrator and Head of School touch base with Merit to determine when the items will be completed

- A recommendation will be made to the full Board to move the item to the Executive committee
- The improvements are a part of the new lease agreement with Merit
- The Executive committee will look for a repair timeline
- The Board attorney will review the lease agreement

IV. Strategic Plan

A.Strategic Plan

- The Academic committee previewed the plan
- The Board Administrator prepared a rough draft that is for the Board to review
- It is the Governance committee's responsibility to assign sections for review

The recommended committee assignments for review:

- Academic Committee: Goals Related to Academic Excellence
- Governance: Goals Related to the School Community
- Academic Committee: Goals Related to Education and Curriculum Development
- Personnel Committee: Goals Related to Staff Development and Retention
- Governance Committee: Goals Related to Management and Administration
- Governance Committee: Goals Related to Board Development and Governance
- Governance Committee: Goals Related to Organizational Development

- The committees assigned to review should be ready by the March full Board meeting to have a first reading of their specific section

L. Milton made a motion to recommend the committee assignments discussed for review of the strategic plan to the full Board and be ready for the March 22nd full Board meeting.

A. Richardson-Bryant seconded the motion.

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

V. Board Operations

A.Recruitment and Orientation Timeline 2016-2017

This was addressed as a part of the nominating policy recommendation:

- April Identify candidates; Interviews; Recommendations
- May, June, Rolling Consideration/Presented to full Board
- June, July Appointments.

L. Milton made a motion to Recommend the recruitment and orientation timeline time line to the full Board as discussed.

A. Richardson-Bryant seconded the motion.

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

VI. Closing Items

A.Adjourn Meeting

L. Milton made a motion to adjourn the meeting.

A. Richardson-Bryant seconded the motion.
The committee **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 5:54 PM.

Respectfully Submitted,
L. Milton