

APPROVED



CHICAGO
VIRTUAL CHARTER SCHOOLSM

Chicago Virtual Charter School

Minutes

Executive Committee Committee Meeting

Date and Time

Wednesday March 8, 2017 at 8:30 AM

Location

Suite 203, 38 South Peoria Street, Chicago, IL 60607

Committee Members Present

A. Richardson-Bryant, L. Kelly, L. Milton

Committee Members Absent

Guests Present

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 Executive Committee committee of Chicago Virtual Charter School to order on Wednesday Mar 8, 2017 @ 8:33 AM at Suite 203, 38 South Peoria Street, Chicago, IL 60607.

C.Comments on Agenda

- Move the budget review and digital recorder items to the top of the agenda

II. Head of School

A.Budget Adjustments Program Design Review

- Management presented proposed budget adjustments
- The net deficit is \$83,400
- There are potential deductions in Title I funding
- Potential title I cuts are \$54,766
- Some academic support teachers started the school year late
- Several title I teachers were hired late in the school year
- The amount from the teachers starting late in the year is greater than the original amount budgeted
- Other items can be reduced to allow for not removing teacher bonuses
- Field trips could be reduced by several thousand dollars
- Field trips have not been fully planned
- Not all the field trip expenses have been reported yet
- The field trip line item can be reduced to \$10,000
- Field trips could be charged to general funds
- Some field trips have already been charged to general funds
- It is not always clear which funds charges are being made to

L. Milton left early.

- We need to be sure to charge to the proper line items
- It is preferable to not move title I and SGSA funds if we do not have to
- Moving title funds budget amounts may take CPS approval
- There should be a policy on approval of program design changes
- The time frame to submit program design changes has not been established by CPS
- The finance committee will meet to discuss this further
- There needs to be a formal policy for review of submittal of program modifications
- Management will recommend where charges are will being made based on CPS opinion
- Title I funds do not rollover
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B.Intervention Report

- A detailed truancy category will be presented in a separate report
- Truancy is reported in the attendance related category
- Delete the skip class/truancy category and call it skip class
- Class connect attendance takes one half day if the student misses a session
- CPS uses half days
- Home schooling versus physical instruction doesn't reflect our model
- We should research what the requirements are for attendance
- Three tardy class are marked as one half day's absence in the current policy
- This will be discussed at a different date and time
- There may be a need for additional support and training for learning coaches to record attendance
- There are no longer automatic computer calls to remind learning coaches to enter attendance
- We may have a lower attendance rate because of this
- The FAST staff was not involved with the referrals
- The dean position has been a concern
- CPS no longer uses truancy officers
- There are procedures to report a "lost child"
- It is an attendance related definition
- The FAST staff will enter their interventions
- The numbers will be different

- All staff that intervene should have reports
- The report will have an attendance-related definition
- There should be a CPS definition for truancy
- The FAST team will enter their interventions from the beginning of the school year
- There will be a different table for truancy
- The skipped class/truancy categories will be removed
- Loitering or unauthorized location will be used

III. Board Administrator Report

A.Updates

B.Board Calendar

- The Board updates are on the calendar
- The calendar identifies tasks
- We are using Board on Track for tasks
- Some Board members do not like the email notifications
- The tasks can be used for the calendar
- The 2nd Wednesday of each month is convenient for the executive committee at 8:30 until 11:00
- The next meeting will be April 12th
- The strategic planning meeting will not require public notice if only the committee chair participates
- The stakeholder information can be reported back to the full Board
- The calendar should be posted to Board on Track

C.CPS Compliance Item - Facilities

- The Head of School and Board Administrator will meet with Merit on March 24th
- Merit is responsible for all repairs except areas used exclusively by CVCS
- The Board attorney reviewed the lease agreement
- The calendar is an updating tool that allows evaluation of upcoming items

IV. Old Business

A.Board Secretary Digital Meeting Recording Device

- This will allow the board secretary to have minutes in a central location
- There are now 2 quotes
- We may transition from Board on Track
- Minutes were tabled at the last meeting because not all members had reviewed them
- The minutes should be submitted on behalf of the secretary
- We will move forward with SoniClear

B.Purchasing Policy Revision

- The actual regulations need to be added
- The dollar amounts
- The total minimum should be \$10,000
- The committee will recommend to the full board once the regulations are in place on the document

- Cite the statutes in the document
- In accordance with the school's records retention policy language should be added
- Gratuities and favors should not exceed \$100 per year

V. Proposed Board Meeting Agenda Items

A. Agenda

- The attendance issue should be reviewed when working on the learning coach handbook
- An organization named World Vision has a program that would allow teachers to get school supplies 3 times per year
- The cost of the membership is \$50
- This could be an item on the March meeting agenda
- The majority of the monthly meeting will include the curriculum management audit presentation
- The budget adjustments should be presented
- A vote on a plan revision may wait because of uncertainty with CPS funding
- The title program adjustments need to be voted on quickly
- The more time delayed the less that can be transferred
- Adjustments can be made retroactively
- There are transfers from SGSA to Title I
- SGSA has rollover funds
- The finance report should be considered
- The Head of School report will be on line
- There will not be an accent on achievement presentation
- The intervention report will be followed up on
- The Strategic Planning report will be 5 minutes
- It should be in writing instead of discussion
- The Board members can review the documents as part of the Board packet
- The Head of School report will be presented as a document online
- The intervention report can be discussed in the academic committee meeting
- There are governance policies to approve
- Head of School Report
- Financial report - K12 invoices need to be approved
- Public comments may be for the agenda items and another public comments at the end of the agenda
- The intervention report can be considered in Academic Committee
- The governance committee policies need to be approved
- The Board attorney is reviewing them

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:59 AM.

Respectfully Submitted,
L. Kelly