



BOARD OF DIRECTORS REGULAR MEETING
Merit School of Music
38 S. Peoria, Chicago, IL 60607

Conference Line: 888-824-5783, passcode 47 254 033 then press #

WEDNESDAY, SEPTEMBER 28, 2016

MINUTES

OPEN SESSION

Call to Order:

Time: 6:30 P.M.

ROLL CALL	LASHONDA MILTON - BOARD SECRETARY	ABSENT/PRESENT
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Board Members:	Angela W. Richardson-Bryant - President	Present
	La Shone Kelly – Vice President	Present
	LaShonda Milton – Secretary/Treasurer	Present
	Austin Berg	Present
	Seth Harkins	Present
	Renee Nash	Absent

Staff:	Dr. Richard Lebron Head of School	Present
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	Farland Jenkins Board Administrator	Present
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Introduce Guests: Sarah Berger, K12, Edward DePersis, K12 Finance, Chase Eggleston, K12, Mary Gifford, Senior Vice President of Academic Policy, Jennifer Sims, Senior V.P., K12

Discussion	1. Public Comments on Agenda Items
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- None.

Discussion & Action	2. Accept Agenda
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Motion:	LaShonda Milton – Accept the agenda with public comments before the closed session.
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2 nd :	Austin Berg
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Vote:	Voice Vote - Unanimous Aye, Motion Carries.
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Discussion:	None.
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<p>Discussion</p>	<p>3. Accent on Achievement</p> <p>As part of our Accent on Achievement section, the Board of Directors recognizes the contributions that our teachers make to the success of our students. As a Board, we acknowledge that in collaboration with Learning Coaches, teachers are the most important factor that influence student learning and achievement. Through their presentation of rigorous content of standards of learning and curricula, teachers challenge our students to apply what they learn through critical thinking and problem solving, prepare our students for success in our economy, instill lifelong love of learning and discovery, encourage students to achieve their goals while recognizing that every student has unique strengths and needs, and are committed to helping our students to become career and college ready. In short, our teachers live the Chicago Virtual Charter School Mission; to empower every student to flourish as an individual and citizen in a diverse, global society. Today, we are recognizing the teachers who have been working with our students for five or more years and keep their high expectations for our students every day, just like they did their first day of school at Chicago Virtual Charter School. These teachers are:</p> <ul style="list-style-type: none"> • Gail Marshall – 5 Years • Susanne Vasilic – 5 Years • Jennifer Roberts – 5 Years • Kate Tallo – 5 Years • Sheila Rawat – 6 Years • Heather Malloy – 6 Years • Julie Hacholski – 6 Years • Frances Puntil-Wilcek – 6 Years • Katrina Darin – 7 Years • Angela Castro – 7 Years • Karen Syverson – 10 Years
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>4. Approval of Meeting Minutes</p> <p>LaShonda Milton – Approve the minutes of the Regular Board Meeting 8/24/16, Special Call Meeting 8/29/16 and the Academic Committee 9/12/16.</p> <p>Austin Berg</p> <p>Voice Vote - Unanimous Aye, Motion Carries.</p> <p>None.</p>

<p>Discussion</p>	<p>5. Board President's Report</p> <ul style="list-style-type: none"> • Negotiations have concluded with the Merit lease agreement for will run through June 30, 2018. The lease will allow CVCS to have signage on the building. The relationship between Merit and CVCS is exemplary. There is a 2 ½% increase in the monthly payment. • Members are required to complete the annual conflict of interest disclosure. • The strategic plan has two different vision statements and other areas that need to be revisited. Dr. Lebron met with the Strategic Committee chair and will continue to meet. Other documents with the vision statement will be reviewed. The current strategic plan was completed by K12 staff. Other committees' suggestions are presented to the Strategic Planning Committee. The Head of School meets with stakeholders. It is up to management to complete. The Board selects objectives and K12 works to achieve them. The Board depends on management to indicate feasibility if the objectives. • There one major initiative has been foreign language • The Committee chair is working on the logistics on how to incorporate other stakeholders and new issues. The finalization of the vision statement should be completed by October 11th. The vision statement with the college readiness was established in 2014. • The discussion of issues, assessments and priorities will be tabled.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>6. Head of School Executive Report</p> <p>Austin Berg – Approve the Advanced Learner Program teacher position..</p> <p>Seth Harkins</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Abstain, La Shone Kelly; Aye, Angela W. Richardson-Bryant; Aye, Super Majority, Motion Carries.</p> <ul style="list-style-type: none"> • Welcome to the new High School Principal. • Enrollment update as of September 28: <ul style="list-style-type: none"> ○ Approved students: 662 ○ Seats offered – 91 ○ Orientations scheduled: 2 • Special Education Update <ul style="list-style-type: none"> ○ There are currently 92 special education students. ○ The total number of self-contained and regular instruction minutes per teacher is provided. ○ Related service provider direct and indirect service minutes are provided. ○ A request for additional social worker allocation will be made to CPS after the count date. ○ Summer meeting update: <ul style="list-style-type: none"> ▪ Meetings total – 15 ▪ Meetings scheduled – 12

- Meetings completed – 23
 - Meetings needing to be scheduled – 47
- The percentage of IEP's in compliance changed from 94% in August to 93% in September. This is due to an increase in the number of IEPs
- 504 meeting compliance is now at 100% compliant.
- We are now 100% staffed with both teachers and related service providers
- Evaluation compliance has increased from 78% to 79%.
- Staffing
 - Resignations
 - We didn't have staff resigning during the period of August 25, 2016 to September 20, 2016.
 - Open Positions
 - All positions have been filled
 - Hired Staff
 - Transitional Bilingual Education Teacher
 - High School ASP Math Teacher
 - Learning Center Teacher
 - 4th Grade Teacher
- Discipline Report
 - Students
 - We have not had student behavior-related interventions during the period of September 6, 2016 to September 21, 2016
 - Staff
 - We have not had staff-related discipline issues during the period of August 15, 2016 to September 21, 2016
- Current Events:
 - September 15, 2016 - Middle School Town Hall
 - September 12-23 - NWEA Testing
 - Week of September 12th - Reading
 - Week of September 19th - Math
 - Cardinal Spotlight –
 - This takes place every first week of the month
 - During September we had over 128 parents
 - Learning Coach University-Growth Mindset workshop
 - This takes place every third week of the month
 - September 30 –
 - Staff PD
 - Data Driven Instruction
 - 16-17 FAST Referral Process
 - Back to School Skate
 - Noon to 2:30 at MLK Park and Family Entertainment Center
 - November 3rd - College Fair
- Data Tracking and Differentiated Instruction
 - This was discussed in the Academic Committee meeting
 - The principals receive data trackers twice per week
 - Information from K12 is loaded into a high and K-8 tracker
 - Student data is reported comprehensively

- The data can be filtered for specific information
 - The data is shared with teachers
 - Average weekly progress can readily be determined
 - Data can be drilled down to student and course levels
 - The tool allows for instruction differentiation
 - K12 has created a NWEA tracking system
 - This should be discussed further in Academic Committee
 - Teachers use their own reports along with the tracker
- K12 Senior Vice President for Academic Policy
 - CVCS has continues to be the greatest story among K12 schools across the country
 - A bar chart shows ACT score increasing in all areas over the past five years.
 - CVCS is exceeding the average on ACT scores.
 - CVCS was showcased by K12 last year in their academic report.
 - K12 is focusing on the new Federal Every Student Succeeds Act that replaced the No Child Left Behind Act.
 - The Senior VP has served on the Illinois Virtual Charter School task force.
 - K12 advocates for charters schools with many national organizations.
 - The Board looks forward to future presentations
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- Staff Handbook
 - The handbook has been completed and now includes language to address descriptions of our hybrid model.
 - The handbook has been forwarded to Insperity.
 - No action is requested.
- Learning Coach Handbook - Attendance
 - A meeting has been scheduled with CPS to advocate for our current attendance tracking system.
 - Management wants to insure that schedule flexibility can be maintained.
- Class Session Time
 - Management still wants to pursue this but not at this time.
 - Management will present a plan for next school year.
 - A plan is currently in place to continue to provide response to intervention services. No action is requested.
- ALP Program
 - There is an opportunity because of the closing of the virtual math position.
 - After evaluation and collaboration with the Academic Committee management recommends that we do hire an ALP teacher, not to expand the program in this current school year, but to be able to support the students that are already in that program in conjunction with the current ALP teacher. This will provide management with an opportunity to create a plan to expand the program for the next school year.
 - Management recommends that we a hire a new teacher and not to expand

- the program during the school year but to support the current program.
- The Board asks if this would be a support position or an equivalent to the current teacher.
 - This would be an equivalent to the current position. There will be a transition period to make sure that there is data for that teacher until the next quarter starts so the teacher understands what we do with the students. The teacher will most likely be working with half of the caseload. Instead of the students being in a 60 to 1 class ratio, they will be in a 30 to 1 ration. Management wants to have a transition period where this person gets trained appropriately.
 - The Board verifies from management that the current teacher is 60% on-site.
 - This is 2 days on-site and 3 days virtual.
 - The new position will be 50/50.
 - Once this is initiated, the current teacher's position would change to reflect the new position's time.
 - Management will utilize the time to make sure that both positions are equal and hash out things for the next year. Management will make sure that the teacher's allocation of time will equal what is on the position control form.
 - Typically teachers are 60/40. Maybe since these are advance learner students they may have the capability to be off-site more. The Board would really like to keep some data on whether or not they are truly able to keep up at the same pace as our general students. Virtual learning is difficult as it is and we want to make sure that there no slips even though they are our advanced learner students. There tends to be a higher level of engagement with regard to parent participation. We don't want to make the assumption that someone may not slip. The coursework is more difficult, particularly for new students coming from the general population into the advanced learner program. That takes a period of adjustment. The Board really wants this to be monitored, the 50/50 to make sure that the students are able to keep up. If there is something that is different, we will be able to make the adjustment.
 - The Board states that we have a teacher in the program at 60/40 but we are hiring a position that is 50/50 and would like to know how that will work.
 - Management can have the teacher on-site for 3 days, for example, or 2 and ½ days. Management will make sure that it is consistent between the 2 positions. Both teachers will have the same amount of time on-site. In terms of contractual obligations, management does not ask what the allocation is. The teacher who is working here already has a positive attitude towards this change.
 - The Board notes that there is a potential budget shortfall of about a negative \$10,000.
 - Management states that this replaces the position that is already open so this does not have a significant impact on the budget. The budget from the math position is being used to create this position.
 - This is a general fund position. The position control form is set up to show positions that are specifically funded.
 - Management could put this on a better form later.
 - The position is replacing a position with a similar cost.
 - The Board asks if a person has been identified for the position.
 - Management states that a person has not been identified.
 - The Board would like to know: Is the salary for the new position

	<p>the same as the position that management is replacing, because if it is that would be considered a lateral move. If it not then the internal person would be getting an increase in salary.</p> <ul style="list-style-type: none"> ○ Management states that the salary is lower than the teacher who will be replacing. Management will check to make sure about that. ○ The Board would like to know that in the event that we have a person that is already in our employment and is interested in the position, once the salary is set, is management considering matching their current salary if there is someone already here and if so does the Board want to know if that is what happened? ○ If the person is applying for the position and they are making less, they should not be paid at their current salary if it is less. ○ We have had instances that the salary was able to match. ○ The Board wants to know up front that that is the intention of administration. If management finds an internal person there may be a reasonable expectation that management will be matching. It's easier to have a person who is already familiar with our school system to come in if they wanted to allow it. ○ If that match is within the parameters of the position control form, management can do that. If it is outside of the parameters specified in the form then management will come to the Board. ○ The Board would like it to be noted that in the event that the position is offered to someone internally and there needs to be an increase in salary that the position will be brought back to the Board for approval. ○ There was a position in the past that was based on one salary category but was negotiated upwards. To keep from there being confusion, we are a small and there are teachers who may want to take the position. Positions were negotiated in the past. ○ Management will get authorization from the Board to change the salary parameter of the position. ○ The Board looks to management to find the most qualified person for the position. The Board would like to maintain consistency. Everyone should have an equal opportunity to compete for the position. <ul style="list-style-type: none"> ● Management recommends tabling discussion of the STLS Student Transition Plan template and discuss it in the next Academic Committee meeting.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Motion:</p>	<p>7. Board Finance</p> <p>LaShonda Milton – Transfer funds from the two savings accounts from Chase Bank to First Eagle Bank to begin our community presence with our local bank.</p> <p>La Shone Kelly</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p> <p>LaShonda Milton – Approve the compliance calendar items except the 6 month asbestos survey report.</p>

2 nd :	Seth Harkins
Vote:	Voice Vote - Unanimous Aye, Motion Carries.
Motion:	LaShonda Milton – Approve the consent agenda items and pay the outstanding legal fee balance of \$7,031.98 and not approve credit card charges.
2 nd :	Seth Harkins
Vote:	Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.
Finance Committee Items:	<ul style="list-style-type: none"> • FY 2017 August, 2016 Financial Report • New Bank Account • Audit Net Asset Adjustment • CPS Compliance Calendar Items <ul style="list-style-type: none"> ○ FY16 August, 2016 ETL Report – Due 9/15/16 ○ 6 Month Asbestos Survey – Due 9/30/16 ○ State School Report Card Data Collection – Due 9/27/16 • Consent Agenda <ul style="list-style-type: none"> ○ Board Administrator Expenses - \$90.00 ○ Legal Fees, August, 2016 - \$1,682.90 ○ Credit Card Charges, August, 2016 ○ K12 Invoices, July-August, 2016 - \$115,355.70 ○ K12 Payment Request - \$514,374.87
Discussion:	<ul style="list-style-type: none"> • The Committee met during a conference call on September 27th to discuss the August financial report. • The year to date August actuals were compared to the year to date budget. • There is a variance in Title I versus the budget of \$30 thousand, ELL; \$6 thousand, and SPED is slightly less. • There is a timing difference in expenses that has led to a small variance. • The full year forecast versus the budget has been adjusted by \$73 thousand, primarily in the non K12 line item, teacher non K12, benefits and the CPS oversight fee. • K12 is anticipating a write-off of over \$1 million for FY 2017 due to the agreement. The Board would like to work on the budget deficit and be self-sufficient. It is not good for either party for K12 to run such a deficit. The Board needs to find ways to cut costs or increase revenues. • The rent payment for the Merit lease was 2 months late. A check for October rent has not been cut yet. The payment needs to be made to Merit on October 1st. • At each month-end the Board Treasurer will receive the aging report and accounts payables at each month-end, outstanding checks, bank reconciliations and a list of the active vendors. The Treasurer would like to see the information on a high level that can provide a cursory review. • The Board Attorney was involved with Merit concerning the unpaid rent. • The audit adjustment for the \$150 credit for the interim Head of School is going to be done at June 30, 2016. The Treasurer understands that the SGSA carryover for \$30 thousand is that we have received the funds.

	<ul style="list-style-type: none"> • CPS is indicating that in prior years funds were dispersed for SGSA and we reported how they were spent. At some point we received \$30 thousand more than we reported spent. • This matter needs to be resolved before the end of this fiscal year. • The ETL report shows FY16 funds being spent in August. • Management needs to verify if the funds have been spent and to report to account for them or they need to indicate that we haven't spent the funds and will have to spend them this year. • The K12 finance manager will keep the Board updated on this. • There should be a presence in the community. One way to do this is to have a community bank. There are 2 savings accounts at Chase Bank that have been dormant. • The amount of the accounts is \$243 thousand. • The main account will remain at Chase Bank. • Authorized signers on the Chase bank account were changed. Chase upgraded an old bank account. During the process somehow access has been removed for the people at K12. It is a concern that there were unauthorized signers at K12 who had access. The Treasurer does not want anyone who is not authorized to have access on the account to be able to take the Head of School's access and use that, for example. • The Treasurer will find out the best way for the parties at K12 who does the reconciliations to get access without giving them others' access information or passwords. • K12 only needs view access. • Currently only the Treasurer and Head of School are authorized users. • The Head of School handles the payroll transfers. • An offline discussion will be had to determine how the funds are transferred for payroll from the checking account. • The CPS date for the asbestos survey states that it is due on September 30th. The Head of School followed up with them and they stated that it is not due yet and that they cannot provide us with a tool to complete the survey until October. • The State School Report Card was submitted on September 23rd. • We need to make sure that the additional outstanding balance on the legal fees invoice gets paid. The balance is \$7,031 and includes a past balance of \$5,349. • The K12 payment request is for June, July and August. • There was a 2 month bridge lease that was negotiated to cover July and August that may have led to the rent not being paid on time. • K12 had a miscommunication on the rent payment amount and that they would not have to make the payment until the payment amount was determined.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p>	<p>8. Academic Committee Meeting Report</p> <p>LaShonda Milton – Accept the Head of School recommendation on a teacher salary increase request.</p> <p>Seth Harkins</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p>

<p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>Seth Harkins – Engage by contract agreement the curriculum audit.</p> <p>LaShonda Milton</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • In the interest of saving time the Board will directly consider the actions that were requested at the Academic Committee meeting. • The Committee recommends to the full Board that we draft correspondence to the teachers and staff of CVCS informing them of the Board’s intent to review all salaries and benefits throughout the course of this school year. • Board member Berg will prepare the draft document. • The Committee recommend that the Board approve a curriculum audit.
<p>Discussion</p>	<p>9. Curriculum Audit</p> <ul style="list-style-type: none"> • Item was previously discussed.
<p>Discussion</p>	<p>10. Board Calendar</p> <ul style="list-style-type: none"> • The Strategic Planning Committee chair will meet with the Head of School to determine the involvement of the school community in the plan. • Board training will be addressed under item #11.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>11. Approve Board on Track Membership</p> <p>LaShonda Milton – Approve Board on Track membership.</p> <p>Seth Harkins</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p> <p>LaShonda Milton – Authorize the Board President to sign the proposal.</p> <p>Seth Harkins</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • None.

<p>Discussion</p>	<p>12. New Business</p> <ul style="list-style-type: none"> • None.
<p>Discussion</p>	<p>13. Public Comments</p> <ul style="list-style-type: none"> • The Board thanks the Board Administrator. The Board Administrator has been with Board for 5 years and with the school since 2009. • Congratulations to the K-8 Principal.
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p>	<p>14. Meet in Closed Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body pursuant to 5 ILCS 120/2(c)(1).</p> <p>LaShonda Milton – Meet in Closed Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body pursuant to 5 ILCS 120/2(c)(1).</p> <p>Seth Harkins</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p> <p>La Shone Kelly – Resume open session.</p> <p>LaShonda Milton</p> <p>Roll Call Vote - La Shone Kelly; Aye, LaShonda Milton; Aye, Renee Nash; Aye, Unanimous Aye, Motion Carries.</p>
<p>Discussion & Action</p> <p>Motion:</p> <p>2nd:</p> <p>Vote:</p> <p>Discussion:</p>	<p>15. Action on Closed Session</p> <p>Seth Harkins – Authorize the Head of School to do whatever is necessary to ensure the status relative to overtime.</p> <p>LaShonda Milton</p> <p>Roll Call Vote - Austin Berg; Aye, Seth Harkins; Aye, LaShonda Milton; Aye, La Shone Kelly; Aye, Unanimous Aye, Motion Carries.</p> <ul style="list-style-type: none"> • None.

Discussion & Action	16. Adjournment
Motion:	LaShonda Milton - Adjourn.
2 nd :	Austin Berg
Vote:	Voice Vote - Unanimous Aye, Motion Carries.
Discussion:	<ul style="list-style-type: none">• None.
Time	9:07 P.M.

Respectfully Submitted:



Board Secretary