

BOARD ACADEMIC COMMITTEE MEETING
Merit School of Music
38 S. Peoria, Chicago, IL 60607

MONDAY, AUGUST 8, 2016

MINUTES

OPEN SESSION 6:12 P.M.

Call to Order:

Time: 6:00 P.M.

1. ROLL CALL RENEE NASH – COMMITTEE CHAIR ABSENT/PRESENT

Board Members:

Seth Harkins, Co-Chair	Absent
Renee Nash, Co-Char	Present
Angela W. Richardson-Bryant, President	Present (Telephone)
LaShonda Milton, Treasurer	Present

Staff:

Dr. Richard Lebron Head of School	Present
Farland Jenkins Board Administrator	Present

1. ROLL CALL

2. Introduce Guests: None.

Discussion 3. Public Comments on Agenda Items

- None.

**Discussion
& Action**

4. Accept Agenda

Motion: LaShonda Milton – **Accept the agenda.**

2nd: Renee Nash

Vote: Voice Vote, Unanimous Aye.

Discussion:

- None.

Discussion

5. 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)

Motion: 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).**

2nd: Renee Nash

Vote: Voice Vote, Unanimous Aye.

Motion: LaShonda Milton – **Convene open session.**

2nd: Renee Nash

Vote: Voice Vote, Unanimous Aye.

**Discussion
& Action**

6. Action on Closed Session

Motion: LaShonda Milton – **Recommend the Head of School’s recommendation for salary increase for employee(s) and present it at the August Board meeting.**

2nd: Renee Nash

Vote: Voice Vote, Unanimous Aye.

Discussion:

- None.

Discussion

7. Learning Coach Handbook

- Management needs to get Board approval of the handbooks for the current school year.
- Management made a recommendation to wait on the change in the attendance

policy because the auditors stated that the way that they sample attendance is different than what was previously thought.

- The auditors will send an email about the testing procedures that they use.
- Management cannot make a recommendation of not making a change at this time.
- Management recommends moving forward with the previous plan which is to start taking attendance on a daily basis.
- The details on how attendance will be taken on a daily basis would be the main change in the learning coach handbooks.
- Recommendations from past meetings have been incorporated into the handbooks.
- The Committee does not need to take action at this time.

Discussion

8. Staff Handbook

- The salary raise criteria has been incorporated into the handbook per recommendation at the last Academic Committee meeting.
- Staff will be notified of the addition during personal development training sessions.
- The Board Attorney stated that as long as last year's handbook is used and the salary rate changes have been incorporated that it is ready for Board approval.
- The Committee would like a hyperlink to the document on the school's web site.
- The Committee would like a hyperlink to the handbook embedded under the agenda on the Board site.

Discussion

9. Proposed changes related to the closing of the Math Virtual ASP position

- There had been a virtual Math ASP teacher who resigned.
- Management feels that the position can be used to open a position on the advanced learning program which will serve 50 to 60 students that are on the waiting list.
- The online position was redundant.
- The ALP position will be face to face in-house.
- The total cost of the position with salary, benefits and materials is \$83 thousand. There is a deficit of \$16 thousand. Operationally, the funds will come from another source.
- The information will be discussed by the Finance Committee.
- The Committee doesn't want to hear that the amount will be picked up by a write-off of management fees to fill the deficit.
- The Academic Support Math teacher position was supported with Title I funds.
- The treasurer states that a K12 management fee write-off is not a viable solution.
- Management will also take making the position part time into consideration.
- Management will present the financial aspect of the position to the Finance Committee.
- The previous position is in the current budget, but not the new one.
- The new position is an increase of \$1 thousand over the old position.

- Management has not opened the position yet.
- The goal is to have the position filled by the beginning of the school year.
- This is a new position and should require a position control form.
- Management will not be able to hire before the Finance Committee makes a recommendation to the full Board.

Discussion

10. Format for discipline report

- The Board requested an example of a discipline report be presented at this meeting.
- The report indicates different infractions, and the types of interventions.
- There has been very little discipline at CVCS.
- The number of incidents, infractions or interventions should be included on the report.
- Senate Bill 100 should be incorporated into the process and report.
- ISBE has a PowerPoint presentation that may be useful for staff professional development.
- The Committee requests that management provide the number of each infraction and then the number of interventions.
- The document should indicate how Senate Bill 100 will be addressed.
- The bill states that all interventions must be exhausted before suspensions and expulsions.
- The report will be presented monthly to the Board and also to staff.
- Management will present the information at the full Board meeting.

Discussion

11. Academic Advisor position change to FAST High School Support position

- The family intervention team is spending more time with families.
- The FAST High School Support position will serve as a liaison for the Academic Advisor position.
- The position does not need a specific certification.
- A paraprofessional could fill the position.
- The same person will fill the position at the current salary.
- The position should have a position control form because the title and description will be new.
- This may be considered a redefined position.
- The position will be presented to the Board for approval with a change in the title and job duties.
- Management should be prepared to justify the position to the full Board.
- The position should have a position control form per the Board Administrator.
- The Committee would like to have the old position control form presented with a new position control form.

Discussion**12. Change in session times proposal**

- Management is proposing to change the K – 8 class session time at the learning center from 2 hours and 45 minutes to 2 hours and 15 minutes.
- This was the amount of class time 2 years ago.
- That increase in class time was for teachers to focus on character development and social emotional curriculum.
- A survey of teachers and classrooms revealed that that curriculum is embedded in the actual lessons.
- To move to 2 hours and 15 minutes will allow teachers to have more face to face individual time with students to do interventions and re-teaching opportunities.
- Management will not minimize contact time. This opportunity will allow for RtI interventions.
- Two positions have been added related to RtI (response to intervention).
- The extra 25 minutes will be used for RtI sessions.
- All teachers will coordinate with specific students during that time.
- MTSS (Multi-Tier Systems of Support) is a new terminology for RtI.
- The Committee has a concern that the time reduced may reduce the amount of face time with students.
- The additional half hour will allow for AP students to have extra enrichment time.
- There is a learning lab available for students who have additional time.
- The face to face instructional mandate is 90 minutes per week.
- This proposal exceeds that requirement.
- The initial 2 hours and 45 minute was originally established for character development but it is now a component of the curriculum.
- Character development will be embedded within the actual lessons.
- This will be presented to the full Board with an explanation.

Discussion**13. Plan for Professional Development**

- Management does not yet have a plan because this is something that has to be worked on with the individual teachers.
- The teacher instructional goals must be taken into account.
- It is not done without input from the teachers.
- The Committee would like to know if professional development of \$57 thousand is included for 6th to 8th grade teachers on Summit curriculum and what is being done for teachers performing at basic and proficient levels.
- Management does not yet have a plan. A response can be provided once the teachers return.
- Some of the funds are provided by Title I.
- The Committee has a concern that administration should have some ideas on the teachers' plan.
- There needs to be a plan to help teachers reach higher levels.
- New academic programs should be targeted for all teachers.
- Discipline and special education should be mandated school-wide.
- At a minimum, management should be able to come up with some training that

is mandated.

- In light of the special education issues associated with the charter renewal there should be mandated professional development for the teachers.
- Management has 2 other priorities related to school goals and RtI.
- If a mandated professional development is created at this point, activities are developed without having staff input.
- The professional development established last year was successful last year in that there were specific school-wide goals and there were also goals specifically for teachers that related to school-wide goals.
- At the very least, management should be able to present the school-wide initiatives to the Board.
- All training should relate to initiatives.
- Teachers submit a professional development request form to management.
- The professional development structure was presented at prior Academic Committee meetings.
- The Finance Committee would like to see the budget details.
- The Committee would like to have a skeleton for professional development for the full Board.
- The \$57 thousand budget could be presented to the Finance Committee.

Discussion

14. Teacher Certifications

- Most of the teachers are highly qualified.
- Management is waiting to refine the teacher qualifications by rechecking.
- A few teachers are unable to be verified.
- Public access qualifications are being verified currently.
- More personal information is required for the administration section.
- All paraprofessionals are highly qualified as paraprofessionals.
- The titles for the paraprofessionals should indicate that they are certified.
- Highly qualified is a result of certain tests and the degrees.
- All of the teachers are certified.
- Schools must notify parents when their students are being taught by teachers that are not highly qualified.
- A new NCLB law changes the qualification guidelines.

Discussion & Action

15. ISBE Renewal Application for Special Education and ELL Services

Motion: LaShonda Milton – **Request that the Board Attorney’s firm review the final application document before it is submitted and return it no later than noon on August 11th.**

2nd: Renee Nash

Vote: Voice Vote, Unanimous Aye.

Discussion:

- The application does not contain language that addresses legal issues.
- The document doesn't have to be imaginative.
- Management should review 226 for language for child find.
- The document should mirror CPS' child find policies.
- Information on where to find child find activities will be added to the CVCS web site.
- CVCS does not have the capacity to perform the assessments.
- Any due process proceedings would be filed against CPS.
- The Committee recommends discussing the document with the CPS liaison.
- Management consulted with CPS for many of the items.
- The application should mirror the rules of 226.
- There is a state form to make parents aware of referral procedures.
- The language is the same as in the CPS handbook.
- The CVCS handbook may not be an adequate source for the language.
- Management should mirror CPS and ISBE.
- The document is due on August 12th.
- If the Committee approves this document, it will be submitted.
- The document has been reviewed by the Board Attorney.
- The CPS DLA has been working management.
- The Committee suggests a review from CPS and ISBE.
- If ISBE does not recommend a charter renewal school may not be able to start.
- The document should be as correct as possible when it is submitted.
- If the document is returned, there should be minor changes.
- Management should work with the State and CPS to complete the document.
- The CVCS handbook may need to be updated.
- Management will have to maintain compliance every month this year.
- Now that the school is on the state's watch list, compliance will be critical.
- The Board Attorney's firm should review the new document.
- The new language is in the revised .pdf document.
- Management has concern about the timing of the review.
- The document can be submitted electronically.
- The document has to be submitted electronically after the review.
- The ELL document uses language from CPS.
- There should be no difficulty with the ELL application.

Discussion

16. Curriculum Audit

- Two firms have been requested to provide proposals for performing the audit.
- The proposals will be sent within the next two weeks.
- The Committee wants to know if the curriculum offered by K12 is effective.
- The firms may make on-site visits as a part of the audit.
- Costs of the audit range up to \$25 thousand.

Discussion

17. Staffing Update Including Organizational Chart Changes

- There has been a teacher identified for ELL and has accepted an offer and is pending a background check.
- The organization chart clarifies the case manager position's reports.

- No CVCS employees are in evaluative positions.
- The relationship between the Head of School and the Dean of Students has changes.
- The Dean of students is evaluated by the High School and K-8 principals.
- The High School Support Liaison positions are also included on the chart.
- The Committee recommends the student support staff be indicated on the chart on the side.
- ISBE should be placed at the top of the chart above CPS.
- The chart will be presented at the Board meeting.

Discussion 18. Public Comments

- A Board has asked for achievement information.
- Final results have not yet been received.
- PAARC results should be received by CPS by the end of September.
- Preliminary date should be shared with the Board.
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Discussion & Action: 19. Adjournment

Motion: LaShonda Milton – **Adjourn the meeting.**

2nd: Renee Nash

Vote: Voice Vote, Unanimous Aye.

Time: **7:58 P.M.**

Respectfully Submitted:



For Board Secretary