

APPROVED



Chicago Virtual Charter School

Minutes

Board of Directors Academic Committee Meeting

Date and Time

Wednesday June 19, 2019 at 7:00 PM

Committee Members Present

R. Hamilton, S. Harkins

Committee Members Absent

None

Guests Present

A. Richardson-Bryant (remote), Alissa Swain, CEO Admin Asst (online), Annie Dahl, Transformation Specialist, Asela Faraj, Learning Coach (online), Betsy Wilcek, Director of Operations, Cristina Nolan, Learning Coach (online), D. Henry, J. Smith (remote), Vikki Stokes, Director of Academics (online)

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

S. Harkins called a meeting of the Academic committee of Chicago Virtual Charter School to order on Wednesday Jun 19, 2019 @ 7:03 PM.

C. Comment on Agenda**D. Accept Agenda**

The agenda was reviewed and, by consensus agreement was adopted.

II. Academic

A. Remediation Plan Update SY2018-2019

Dr. Henry provided the update regarding the CVCS Remediation Plan.

- It was noted that CPS visited CVCS in May.
- On June 10, CVCS submitted artifacts that were incomplete at the time of the CPS audit.
- CVCS is currently waiting to hear from CPS about a follow-up meeting.
- To date over 150 Action Plan artifacts have been submitted. These include evidence regarding attendance, Freshman on Track program (FOT), NWEA for reading and math, HS Early College and Career, and early graduation rate).
- One of the college and career indicators is persistence, which is assessed by the number of graduates who continue in higher education after their first year in school post CVCS. Last year the persistent rate was 63%. It is projected to be 81% this year. The objective is 90% in order to acquire full credit on the SQRP data.
- Other factors assessed included the following rates
 - FOT is 64.3%..
 - The 4-year cohort graduation rate is 63%.
 - The 1-year dropout rate is 5.9%.
 - College enrollment rate is 44%.
 - College persistence rate for class of 2016 is 92.5%.
 - Early College and Career Credentials is 8.3%.
 - Average Daily Attendance is 89.4%.
 - The last day of school recorded an AVA of 91%.
 - In regard to the attendance rate, Dr. Henry and Ms. Wilcek indicated 20 truancy meetings were held with families to inquire into nonattendance and encourage re-engagement.

Dr. Henry reported on the AdvancEd Report, noting that the auditors found the CVCS staffing plan was not aligned to the remediation plan goals.

- In Dr. Henry's view, this year is a baseline year as a self-managed school.
- She further indicated the AdvancED Report is expected by the end of the month.
- AdvancEd encourages schools to establish learning partnerships with other schools or educational AdvancEd programs.
- Dr. Henry indicated CVCS will partner AdvancEd as a learning partner.

B. Continuous Improvement Update

Dr. Henry reported on the Continuous Improvement Work Plan.

- The leadership team has adopted Blended: Using Disruptive Innovation to Improve Schools by Michael B. Horn and Heather Staker to guide improvement for academic year 2019-2020.
- Additionally, Dr. Henry shared a school calendar for data analysis.
- The CVCS Leadership Team, faculty, and staff will work as a Professional Learning Community (PLC) to conduct data analyses of student performance on an ongoing basis.
- Professional Development is an integral part of the Continuous Improvement Work Plan.
- Ms. Wilcek indicated a professional development needs assessment was conducted with the faculty, staff, and learning coaches have through a survey. The results indicated a desire for professional development in the following areas:
 - Teaching styles
 - Best practices for key instructional cycles and strategies
 - Co-teaching
 - Collaboration

- Differentiation of instruction
- Instructional team data analysis strategies.

Ms. Wilcek indicated faculty/staff/learning coach feedback included a desire for more structure in regard to protocols, access to support and accountability. In regard to accountability, feedback reflected a desire:

- o Consistency in expectations
- o Expectations applicable to the entire instruction team.
- o More touch points via administrative walk through and peer observation of instruction.
- o More intentional feedback that includes PLC team feedback and Leadership Team feedback.

Ms. Wilcek further discussed the need for professional development for learning coaches and parents.

- In her view, this needed to be delivered in online and face-to-face workshops through Learning Coach University.
- Ms. Wilcek added that a recent PTO meeting was convened. Participants were very supportive of the school.

o On inquiry, a discussion transpired regarding teacher and staff performance reviews and their relationship to the Continuous Improvement Work Plan.

- Dr. Henry indicated staff reviews have been underway but are incomplete as of this date.
- It was here view that some reviews had to be put on pause in order to prioritize other operations (e.g. the CPS audit and AdvancEd audit).
- She further noted that all of Leadership Team needs be certified for teacher and staff evaluation.
- This is expected to occur over the summer and teacher/staff evaluations will be distributed among the qualified evaluators.

C. SY 19-20 Planning

Dr. Henry, Ms. Dahl, and Ms. Wilcek reported on student recruitment.

- It was noted that student enrollment has fallen significantly this academic year in comparison to 2017-2018.
- Enrollment to date is 587, which is down from 686.
- It was observed that CVCS does not have anyone specifically dedicated to student recruitment.
- The Committee members indicated their openness to a staffing proposal to address this.
- Mr. Hamilton remarked that public relations is vital to this process. He noted a thirteen year old student received a high school diploma, a feat and fact that should be broadcast about CVCS.
- The Committee members observed declining enrollment will impact CVCS SQRP scores.

Staff Recruitment. Dr. Henry reported that staff recruitment for academic year 2019-2020 is underway.

- CVCS's SQRP scores were impacted by the difficulty securing special education educationally related services personnel.
- Ms. Wilcek expressed the view that she hopes this challenge is being addressed through third party vendors (independent contractors).
- This is a significant area of concern because of compliance concerns.

- As with other variables, being out of compliance in this area will potentially impact SQRP scores.
- It was noted that a CVCS Job Fair will be held July 17-18.

A parent inquired about CVCS probation and Monitoring.

- Dr. Henry. indicated CPS would inform CVCS about its status in December regarding to continue on remediation or close the program.
- It is Dr. Henry's assessment that CVCS will continue on probationary status.

D. Summer Programs

Dr. Henry reported on the status of the summer school program/summer experiences.

- She reported CVCS has sent out information to CVCS students and families regarding summer school.
- The summer school program at CVCS will be for remediation and credit recovery.
- CVCS has sent out information to families about a range of summer learning experiences students could take advantage of.
 - These experiences include opportunities such as Teen Arts Pass, Art Institute of Chicago, Joffrey Ballet, freshman connection program for diverse learners, Chance Program for Business.
- Summer school begins Monday.

III. Closing Items

A. Public Comments

- An online attendee inquired about whether the communication position referenced for student recruitment could be in place before the next school year.
- It was observed that several public relations vendors are being solicited and that student recruitment, branding, marketing, and crisis management were important regarding this service and it is expected it will be in place before the next school year.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:59 PM.

Respectfully Submitted,
S. Harkins