

**Providence Englewood Charter School
BOARD OF TRUSTEES MEETING**

**At
333 W. Wacker Dr, Suite 2800
Chicago, IL 60606**

**Thursday, September 25, 2014
4:00 p.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Dick Burridge
Debora de Hoyos
Marcia Doane
Tim Dugan
Leslie Holling
Denise Nash
John Stevenson
Gail Ward**

VIA TELECONFERENCE

**Paul Adams
Howard Isenberg
Gene Settoon, Univ of Chicago Board Fellow**

OTHERS PRESENT IN PERSON

Staff

**Angela Johnson-Williams, Principal, PECS
Shinwe Shelton, Director of Operations, PECS
Tahanni Ragland, Staff Accountant, PECS
Abraxas Thomas, Development Coordinator, PECS
Erin Ellinger, Academic Dean, PECS
James Reilly, Univ of Chicago Board Fellow**

GUESTS

Angela Barber, PECS Parent

TRUSTEES ABSENT

**Kelley Kalinich
Bernard Lilly
Walter Matthews**

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 4:06 p.m. by Mr. Stoops.

II. APPROVAL OF MINUTES

On motion duly made, seconded and unanimously passed, the minutes of June 13, 2014 were approved.

III. SCHOOL REPORT

At the time of the report, enrollment was at 511 students. Within the last week, there were 2 transfers, 1st grade and 8th grade, making our enrollment 509. We are currently running at capacity. Max class size is 25. A 3rd grade class was added based on last year's numbers. There are 67 third graders. Over the summer, we had 120 Kindergarteners who accepted positions, but only 81 actually enrolled. Entering Kindergarteners who attended Semester 3 (S3) all came back, but quite a few that gave intent never showed. The K – 2 Department Chair has taken on Kindergarten and 1st grade recruiting efforts. S3 has proven to be strong in determining future Kindergarten numbers. We will work at increasing Kindergarten capacity for our S3 program, as well as follow up with those that did not attend.

Currently, there are 4 open faculty positions; MS Science, SPED, and 2 teacher assistants. For the SPED position, we are checking the references of a candidate for potential hire. For the MS Science position, we have advertised extensively but have not gotten candidates with licensing or endorsement for Science. A Teachers Assistant who holds a Biology degree from the University of Chicago is currently in the position. At this time we are paying the TA as a permanent sub from the vacant position's budgeted salary.

Parent involvement is at 83% from quarter one Parent Teacher Conferences (PTC), Parent Enrichment Program (PEP), and 7th and 8th grade parent meetings. There were changes to PEP to include fewer sessions, leaving fewer chances for parents to make up an absence. The Social worker is working on a One Call Now announcement or email blast to remind parents of upcoming PEP sessions. The Kwanzaa PEP is to be held on December 6th from 9 to noon.

Regarding test scores, the chart has been adjusted to show the new cut scores. New curriculum was introduced last year for both reading and math. Last year's concentration was on reading, which is reflected in the disparity between our Reading and Math test results. This year, we will focus on both, but especially Math. Teachers will have more Professional Development opportunities that are specific to Common Core. We are also seeking a consultant or coach for Common Core. This year, we have added the positions of

Academic Dean and a Reading Specialist. In addition to PARRC training, TA's are teaching in small groups. Last year there were 5 TA's. This year there are 6 TA's and we intend to hire 2 more. TA's have been essential to facilitating differentiated instruction in a small group setting. S3 will also be a critical part of the school improvement plan.

Mrs. Ellinger reported on S3. Students that fell between the 35th and the 50th percentile were invited to participate in S3. Of the students invited, about 85% of them came. Students were required to come if they were below the 35th percentile and were in danger of retention. In total, there were 143 students who participated in the intervention portion of S3 with numbers between 8 and 17 students per class. There were about 18 staff members who taught in S3. The grouping of classes was based on grade level and academic skill. To show growth from the beginning of S3 to the end, students took a pre test and a post test. Classes taught included Reading and Math, with PE and recess to encourage physical activity. Students showed gains with an average of 34% for MS. Teacher recommendation was also a factor in promotion. 11 students were retained. Amongst Kindergarten S3 students, the difference is noticeable between those who did not attend S3. Because they spent time on the computers over the summer, the kids who were in S3 were much more comfortable in NWEA testing. No student had more than 2 absences. Improvement was largest for Math in 5-6th grade. We also had enrichment programs including Glee Club, Guitar, Majorettes and Selective Enrollment Test Prep. 9 MS students were involved in Test Prep.

79 students are in the SPED program and 23 are utilizing the SPED classroom through resources. Space is limited. In the ELL program, there are 8 students.

We have instituted a new incremental dismissal process for safety reasons.

During the Charter Renewal process, regarding removing God from the mission statement, the Board agreed to put a clear opt out procedure in the Student Handbook. The Office of Innovation and Incubation approved the change, but the legal department had additional concerns. Mr. Stoops gave an overview of applicable case law on the subject and our counsel believes the reference to God in the mission statement is analogous to its use in the Pledge of Allegiance, i.e., it does not amount to prayer. The Student Handbook was revised by vote of the Board in two places, on page 5 and page 16. The new opt out language on page 5 reads as follows:

Any student may opt out of the recitation of the Mission Statement or the Pledge of Allegiance at any time by remaining silent during the exercise. Should a student prefer an alternative opt-out method, the student or parent/guardian should contact the Principal. No student shall be subject to any disciplinary or other adverse consequences for failure to participate in this portion of the exercises.

IV. FINANCE/OPERATIONS

The FY14 Financial results indicate PECS ran a greater than budgeted operating surplus and is financially strong. An overview of the Budget Variance Report indicated a slight variance in Accrued payroll due to higher than budgeted Merit Compensation. The Income Statement variance is due to a significant decrease in the FSP rebate due to increased food costs. Finally Personnel cost variance is due to unfilled vacancies, salary increases and terminations. Foundation Revenue is not included in the Budget Variance Report.

FY15 Budget Review

For FY15 PECS now offers a free lunch and breakfast program for all students with no additional cost to the school. The Per Capita Revenue is based on 500 students even though actual enrollment is 509. The number is capped at 500 students per the Charter Agreement, in order to receive per pupil funding for students in excess of 500 a Material Modification application will be submitted to CPS. Revenue for FY15 is approximately \$5MM and Expenses are break even at this point, but with the additional new hires to support the instructional program PECS will probably budget a slight deficit. We can fill the deficit with cash on hand.

Upon motion duly made, seconded and unanimously passed, the Budget, pending adjustments for student attrition and the additional TA positions, was approved.

Compliance chart is up to date.

V. BOARD COMMITTEE REPORTS

i. GOVERNANCE

Upon motion duly made, seconded and unanimously approved, the Board adopted the following resolutions:

RESOLVED, that Article III, Section 2, of the Third Amended and Restated By-Laws of Providence Englewood Charter School Corporation shall be amended to provide that the Board of Directors shall consist of not less than twelve (12) and not more than seventeen (17) members.

RESOLVED, that effective October 1, 2014, the following Directors are re-elected to the Board as Class III Directors for a term of three years terminating on September 30, 2017:

Paul Adams, III
Tim Dugan
Leslie Holling
Howard Isenberg
Kelley Kalinich

John Stevenson
John Stoops

RESOLVED, that effective October 1, 2012, Debora de Hoyos is hereby elected to serve as Secretary of the Board of Providence Englewood Charter School for a term of three years terminating on September 30, 2015.

RESOLVED, that effective July 1, 2012, John Stoops shall continue to serve as Chairperson of the Board of Providence Englewood Charter School for a term of three years, terminating on June 30, 2015.

RESOLVED, that effective October 1, 2014, Tim Dugan shall continue to serve as Treasurer of the Board of Providence Englewood Charter School for a term of three years, terminating on September 30, 2017.

RESOLVED, that effective October 1, 2014, the following Committee assignments are hereby made, the named Directors to serve until resignation, removal or further resolution of the Board:

ACADEMIC EXCELLENCE COMMITTEE

Kelley Kalinich, Chairperson
Paul Adams
John Stevenson
Gail Ward

FINANCE COMMITTEE

Tim Dugan, Chairperson
Howard Isenberg

GOVERNANCE COMMITTEE

Marcia Doane, Chairperson
Debora de Hoyos
Bernard Lilly

DEVELOPMENT COMMITTEE

Denise Nash, Chairperson
Dick Burrige
Leslie Holling
Walter Matthews

The Governance Committee also provided a written recommendation to the Board regarding academic program information flow to the Board.

ii. DEVELOPMENT

The fundraising projection for this year is \$80K. The committee suggests that we forego the benefit this year in lieu of a big celebration for our tenth anniversary. A fundraising letter writing campaign is set to go out in October. The Board donation goal is 100% participation – every Board member is asked to donate to the PECS Foundation an amount that is personally meaningful. The committee also requested Board members to provide at least one lead or a name of someone who can partner with PECS. We will raise money through the campaign and host an event for those that contributed. This year we will host smaller events in the city in order to grow our donor base and raise awareness of PECS. In addition, we want to build the endowment to \$1MM.

iii. FINANCE

Auditors have completed fieldwork and so far there have been no surprises. The level of participation in the 403(b) plan is excellent and higher than expected. The Finance Committee met to discuss the Retirement Plan fees. As the plan grows the fees, expressed as a percentage of plan assets, will decrease.

iv. ACADEMIC EXCELLENCE

Further information will be available at the next Board Meeting regarding the Pre-K Feasibility Study and the PECS Bridge to College Program.

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

NEXT MEETING: Thursday, October 30, 2014, @ 4:00 p.m., WATER STREET, 333 W. Wacker Dr.