

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

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

**Thursday, December 10, 2015
4:00 p.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Matt Bergmann
Leslie Holling
Howard Isenberg
Denise Nash
James Reilly
John Stevenson**

VIA TELECONFERENCE

Walter Matthews

OTHERS PRESENT IN PERSON

Staff

**Angela Johnson-Williams, Principal, PECS
Shinwe Shelton, Director of Operations, PECS
Tahanni Ragland, Staff Accountant, PECS
Erin Ellinger, Academic Dean, PECS
Stephenie Lazarus, Development Director, PECS**

GUESTS

**Rona Fourte
Eric Johnson, INCS**

TRUSTEES ABSENT

**Tim Dugan
Kelley Kalinich**

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 4:05p.m. by Mr. Stoops.

II. INCS Presentation

Introduction of Eric Johnson, Director of Development for INCS. Mr. Johnson gave a presentation updating the PECS Board on INCS mission and activities.

III. Public Participation Period (if requested in advance of meeting)

IV. APPROVAL OF MINUTES

On motion duly made, seconded and unanimously passed, the minutes of October 24, 2015 were approved.

V. SCHOOL REPORT

We have results from surrounding schools in our zip code and how they compare to PECS regarding NWEA. There are 5 additional schools in the 60636 zip code. PECS has made great gains from last year to this year in Reading and Math growth, but remains a Tier 2 school.

Mrs. Ellinger gave an update in regard to PARCC test performance. Last year, PECS students in grades 3-8 took the PARCC test in two parts; performance based assessment (skill based and writing), and end of year (which was less rigorous). Students tested a total of about 8 hours in PARCC. Grades 3-5 took a paper test, while grades 6-8 tested on the computer. 2 students opted out of testing per parent request (siblings). Overall Grades 3-8 performed in the 3rd level (of 5) in Reading. At this level, PECS students outperformed CPS. Fifth grade had the highest score in both reading and math, with results closer to level 4. Fourth grade performed slightly lower in Math, which aligns with NWEA data for the same grade level. PARCC testing has been helpful to administration in confirming student achievement data from NWEA. As we move forward in PARCC testing this year, it has been simplified to one testing segment instead of two. Grades 5-8 will test on the computer and grades 3-4 will be on paper. The testing window opens while PECS is on Spring Break, so students will have to transition quickly into testing mode. In light of this schedule, Administration has decided to forego Quarter 3 and 4 exams.

In regard to PECS Promise, 8th graders have been excited to begin meeting with their mentors. Thus far, three 8th graders have earned the Daniel Murphy scholarship, 16 students have taken part in selective enrollment testing, while 11 have submitted scores of which 9 of the 11 qualify for enrollment in at least one selective enrollment high school.

Regarding outreach, Mrs. Johnson-Williams and Mrs. Shelton visited the Englewood Montessori School which has a Pre-K program. There are a lot of compliance and legislative issues that will likely need extra hands to make our intended Pre-K program run smoothly.

The principal at Englewood Montessori recommended Ounce of Prevention as a contact that was helpful to his organization.

Mrs. Johnson-Williams spoke with the Policy Manager at INCS regarding Discipline Bill – SB100. She highlighted 3 major components of the bill geared toward charters. One is that charters are going to have to organize a parent/charter council that will collaborate on the creation of the Student Code of Conduct. Secondly, the bill expresses that out-of-school suspension and expulsion should be a last resort and must only be used in egregious circumstances. Lastly, the bill is intended to eliminate disciplinary fines. The Bill will be in place by the end of 2016. Some pertinent questions are: Who could serve on the parent/teacher advisory committee and what will they be tasked with? How do we maintain our culture and climate as well as conform to these discipline changes?

Task: Mrs. Shelton will put together a structure of current fee collection so we get a picture of the income that the fees produce annually.

VI. FINANCE/OPERATIONS

The Balance Sheet as of November 30th shows total liabilities and net assets of \$3.4M. The Combined Income Statement ending November 30th shows a YTD Change in Net Assets of \$36K. Charter school funding is under budget due to the SPED reimbursement of unfulfilled contractual clinicians and paraprofessionals. Grants and Contributions, Student Fees and Other Revenues are slightly ahead of budget for the five month period ending 11/30/15 due to the FSP rebate, fee collections, 8th grade fundraising and Foundation contributions. Overall expenditures are under budget due to staff vacancies, consulting services not yet billed and lower expenditures. For the five month period the net surplus of \$36K is under budget due to investment losses. The Budget comparison shows an unfavorable variance in Charter School funding due to SPED reimbursement. We have learned that CPS will reimburse 3.5 positions for paraprofessionals. We hired the last Paraprofessional this week however we are still in need of a Speech Pathologist. Direct student cost has a favorable variance due to vacancies and Occupancy expenses are favorable due to a credit from CPS in regard to a paid utility bill.

Compliance Chart has been updated.

VII. Building Expansion Feasibility Study Report

Mr. Stevenson and Mrs. Shelton have been working with IFF consultants and have selected an architect with whom we want to move forward. Five design/build teams came out to PECS to assess the current situation and 3 gave proposals/bids. With the help of IFF, we identified two firms that will come out for an interview on Monday. Bully & Andrews seems like the best firm for the job. They have not provided specific bids with cost at this time. The next step would be to engage them for Phase 1 of the project for the middle of January. The rough estimate at this point is close to \$800K. Timing is spot on for having this project completed for next school year. Semester 3 would occur on the first floor without much disruption. This firm has the

expertise in this particular kind of project. Phase 1 will be approximately \$14K with an out clause if we decide that the project is not feasible. Total IFF cost for the whole project, if managed from start to finish, would run about \$30K.

On motion duly made, seconded and unanimously passed, additional expenditures of approximately \$20K for building expansion exploration were approved.

Questions were raised regarding whether or not we should center a Capital Campaign around our ten year anniversary event. If this is a campaign to undertake during our ten year, we need to make a decision to reroute our development campaign. It has been decided that by Feb. 1, after Phase 1 and approval to move forward, we can determine Development's focus.

VIII. BOARD COMMITTEE REPORTS

- a. **Development** – The deck included in the board packet can be used as a guide for talking points with potential donors. The goal of the event is \$200,000 with a goal of funding the foundation to \$2M.
- b. **PECS Promise** –PECS hosted a successful high school fair open to 6, 7, and 8th graders and some parents. In speaking with PECS Alumni, there is a need for some assistance with FAFSA. PECS will partner with LadderUp for assistance. Lack of technology is also a concern for alumni.
- c. **FINANCE**– No report.
- d. **GOVERNANCE** –Currently, there are 10 Board members. Our Bylaws state that we should be in the range of 12 – 14. We are actively recruiting new Board members.

A letter was sent to Mayer Brown stating our position regarding the PECS trademark issue. Mayer Brown is no longer representing PSM in this matter and we don't know who is taking over counsel at this time.

We will resume the Board Fellow program likely for January through June with an intended Marketing Project.

IX. ADJOURNMENT

NEXT MEETING: Saturday, February 27, 2016 @ 9:00 a.m., PECS