

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

**At
6515 S. Ashland Ave.
Chicago, IL 60636**

**Saturday, October 24, 2015
9:00 a.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Matt Bergmann
Leslie Holling
Howard Isenberg
James Reilly
John Stevenson
Walter Matthews**

VIA TELECONFERENCE

**Tim Dugan
Kelley Kalinich**

OTHERS PRESENT IN PERSON

Staff

**Angela Johnson-Williams, Principal, PECS
Shinwe Shelton, Director of Operations, PECS
Tahanni Ragland, Staff Accountant, PECS
Dick Burridge, PECS Foundation Board Member**

TRUSTEES ABSENT

Denise Nash

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 9:02 a.m. by Mr. Stoops.

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

III. Addition of James Reilly to Board of Trustees

On motion duly made, seconded and unanimously passed, James Reilly was approved as Trustee of the PECS Board of Trustees and will continue to Chair the PECS Promise committee and serve on the Governance committee.

IV. APPROVAL OF MINUTES

On motion duly made, seconded and unanimously passed, the minutes of August 27, 2015 were approved.

V. SCHOOL REPORT

Mrs. Johnson-Williams gave updates to the school report. As of October 23, 2015, we have 493 students enrolled at PECS. The lottery waitlist was called in an effort to increase enrollment numbers from the last board meeting resulting in an increase of 37 students. The financial impact of not having reached our cap of 500 students is equivalent to \$51,200, a Teacher Assistant's total compensation package. In reaching out to the community for attendance, Ms. Lazarus will share information about PECS Promise as a draw.

Regarding open positions, we need more paraprofessionals based on SPED numbers. A SPED teacher is needed to fill in for the current SPED teacher, who is out on medical leave. We may need to hire an additional SPED teacher. We have 4 KG with a significant amount of minutes required in SPED. They came to us with IEP's through Early Child Find. There is a Co-teacher position open for KG. Mrs. Johnson-Williams did a final interview for 2 paraprofessional positions. Of the two, we hired one.

For SPED, 26 students have IEPs, 31 students have Speech and Language, and 19 students have 504 plans. 23% of IEPs are new to Providence Englewood. There has been an increase in SPED minutes by 74%, highlighting the need for an additional SPED teacher.

ELL has increased to 10 students in K-8. 1 has tested out of the program. We are looking to test 2 out of the program in this school year.

End of year Parent Involvement is now in the chart (currently we are at 85%). The major reason for the decline is because of Parent Enrichment. PTC holds strong with its numbers. Parents are not coming out as much for the Parent Enrichment events. To

combat this, we have started sending out robo calls through One Call Now. The only issue with this is that we have to make sure that we have working numbers for the parents and working emails. Parents have shared that they are not attending mostly because of work or school, but are not submitting notes to excuse the absence.

On the SQRP scale, we remain a level 2 school; unfortunately we missed the cutoff for Level 2+ by tenths of a percentage point. Although we are a level 2 school, we have seen many increases and the trend line is significantly positive; with another year of similar growth we will definitely achieve Level 2+ status. There is only one area of the scorecard that it seems we are off in our estimates. Mrs. Ellinger has been tasked with contacting the necessary individual at CPS to understand why our estimate differed from actual in this particular area.

Regarding progress with Reading and Math, we have engaged a Reading Consultant. Allison Slade, former principal of Namaste Charter School. Ms. Slade met with Dr. Kalinich and Mrs. Johnson-Williams, who expressed to her the goals that we have for the year. Ms. Slade provided us with a year-long outline of what she would like to do for PECS. She came in on October 19th to observe the 2nd and 3rd graders. Ms. Slade was very encouraged by what she saw happening in the classroom. She will be back in November. She will be compensated along the same lines as Maureen Savas, our Math consultant.

The Fall NWEA test was administered to any students that were new to PECS. KG had a mean RIT score of 141.8, the national norm is 141. 2nd grade is shown in the chart because last year, students took the wrong test. We allowed them to test this fall. Second grade's Mean RIT score is 173.1. The norm RIT score for that grade level is 174.7. We are unsure how they compare to surrounding schools because we don't know that they participate in fall testing for K-1. We have, however, seen improvement from last year.

We will continue to work with Maureen Savas for Math. The Mean RIT score for KG in Math was 137.6. The norm for KG is 140. In second grade, the Mean RIT score was 173.1 and the norm is 176.9. Changes have been made to the time of day that Math is being taught. Last year, Math sessions were happening in the afternoon. This year, all Math has been pushed to the morning, before lunch to increase focus. Social Studies/Science have shifted to the afternoon. We will continue to monitor and observe and report progress. Another change is that we are utilizing Department Chairs along with Teacher Assistants in small groups for 3rd grade math. The small groups are designed to differentiate students based on need. We also made a change of 60 minutes of math to 90 minutes of math instruction. 30 minutes is attributed to

the whole group and 60 minutes to small group. Mrs. Johnson-Williams will meet with Dr. Kalinich to determine a plan for Ms. Savas so that she begins to meet with and coach staff.

Currently, there are 45 8th graders. Of those, based on our standards, 18 qualify to sit for Selective Enrollment exams.

We will celebrate 195 students making the Q1 honor roll at the honors assembly held on 11/10 and 11/11.

Summary of outreach – Governor Rauner signed a school discipline reform bill into law. Based on the bill, we may have to make changes to our Student Code of Conduct. INCS has the responsibility for writing the regulations in support of this bill. Their goal is to have it ready for implementation for fall of 2016. Dr. Kalinich suggested we hold tight on any action until we receive more information (estimates December).

A call was placed to the Office of Innovation & Incubation regarding information on our upcoming Charter Renewal. PECS current charter expires 6/30/2017, therefore the renewal process will begin summer 2016.

Mrs. Johnson-Williams and Mrs. Shelton met with the District Commander Watson on 10/13/15 to discuss violence plaguing the immediate area surrounding PECS.

Highlights from the meeting include:

- The gang members involved in the summer activities are in jail awaiting court dates.
- Commander Watson suggested that we call any time we need assistance. They have been sending officers at least once a week to check on our needs.
- Commander Watson wants to assign officers to every school within his district to increase relationships and offer programs and services to the community. CAPS Sgt Williams also came over and toured the school.
- Steven Long, CPS Network Safety Manager, wants to be involved more with the school. He informed us that our cameras are not linked to CPS' network and that we are also up for possible upgrades to our camera system through CPS.

INCS has presented a proposal for Charter School Quality to the CEO and CPS Board for review and approval. The proposal is concerned with renewal and performance and equity of resources. The proposal seeks to hold quality schools accountable having incentives in place for schools that perform at a Level 1+ or 1 and interventions in

place for schools who perform at a level 2 or 3 (rather than moving to close Level 3 schools without support).

VI. FINANCE/OPERATIONS

Regarding the Audit, there were no weaknesses, no compliance issues or adjustments, and no material findings. This is an excellent outcome and Mrs. Shelton, the Business Office, and the Finance Committee are congratulated for the strides that have been made.

On motion duly made, seconded and unanimously passed, the FY 2015 Audit is approved.

The revised budget is based on the current enrollment of 493 students. We are projecting revenue to be about \$5.3M and total expenses to be about \$5.4M for a deficit of about \$81K. If Project Excellence (one-time investments in our education program, such as Common Core Reading and Math consultants) expenses are backed out of the operating budget, we project a small surplus.

Task: Mrs. Shelton will send a letter along with the revised budget explaining Project Excellence and its impact on the operating budget.

On motion duly made, seconded and unanimously passed, the FY 2015 revised budget is approved.

Ms. Shelton provided a report on FY15-16 YTD financial results. There is a negative variance with respect to revenue due primarily to lower than projected enrollment (493 vs. 500), but a positive variance with respect to Personnel Expense and Direct Student Costs due to unfilled staff positions and SPED contractual clinicians. There was also a significant unbudgeted unrealized loss on Foundation investments of (\$75,000). The net result is that we have operated through 9/30/15 at a surplus of \$20,278.

Task: On the Income Statement, Mrs. Shelton will move scholarship awards made by the Foundation to a different line item.

Regarding Building Security, we are looking to update at least 14 cameras. Mrs. Johnson-Williams and Mrs. Shelton ran the plan by the District Commander who thinks that we are doing well so far. We have received proposals for updated cameras from 2 companies. One proposed about \$35k for the job and the other was about

\$61K. We are on the list for updates from CPS, which may cover the cost. It may take a while for the IT assessment from CPS. The CAPS Sargeant connected us with “No Veteran Left behind,” a veterans organization that will come in and do the Safe Passage at no cost to PECS. In the meantime, we have installed a gate, so that once our property is locked, you won’t be able to get on the property unless you jump over the fence. As of right now, we are a little comfortable with the changes made and the reduction of activity in the area. Pastor Matthews attended a community meeting that involved Police and the District Commander. Abandoned buildings in the area are a major issue with concerns of drug activity, gang activity, and squatters. If we have any issues concerning the abandoned properties in our immediate area, calls can be made to Police and the Commander.

Compliance – Compliance is up to date. There has been a change to the Asbestos report. The survey hasn’t been supplied, so the due date is TBA. Parents’ right to know letter is coming up as well as the SPED reimbursement.

VII. Building Expansion Feasibility Study Report

We are continuing to work with IFF. An RFP will be going out to design build teams. There is interest from 5 different firms. IFF will be working with them to create a proposal with information to be presented at the next Board meeting. The plan would be to have the building completed before the first week in August so that we are prepared to begin serving Pre-K next school year. Construction would be done over the summer with no impact to the regular school year. As a reminder – preliminary analysis would be to create up to 5 classrooms (2 Pre-k classrooms, a break room, music classroom, and an extra classroom to be used for small groups) by reconfiguring walls within our existing building envelope.

VIII. BOARD COMMITTEE REPORTS

- a. Academic Excellence – As Mrs. Johnson-Williams shared in the school report, we will update our focus with Ms. Savas. There will be a conference call with our committee this week. We will discuss the need for a Board Member with an education background. Dr. Kalinich reached out to Dr. Mary Herman, a potential candidate. She is currently a professor at U of I. She has been School Superintendent in Missouri, Winnetka, and Barrington. We are waiting to hear from her concerning her interest and availability. If interested, we will forward her information to the board for official review.**
- b. PECS Promise – Parent meetings have gotten under way. Ms. Jones-Cooks has instituted College Awareness week, a high school fair to take place in the gym, and she has increased the number of shadow visits. Selective enrollment prep for the fall is**

under way. Ms. Jones-Cooks has met with over half of our 93 alumni. She has set up a meeting with an organization called Ladder Up regarding an information session on completing the FAFSA application. Mrs. Jones-Cooks asks of the board – 1) a trunk party funding request (for college bound seniors) 2) A celebration for first year college students. 3) Possible college scholarship for PECS Alumni.

Task: Mrs. Shelton will call someone from CPS regarding whether or not the school can use public funds to support any of these undertakings.

- c. **DEVELOPMENT** – There has been conversation about Scholarship realignment and the best way to support the students. We may consider supporting students who attend other schools in addition to supporting students who attend PSM. A meeting of the Foundation Board has occurred, minutes will be forthcoming. Currently there is \$950k in investments, \$50k in cash. We are hoping to build the endowment based on funds raised at the April event. Altair is scheduled to present at the April Board meeting.

Mrs. Holling and Mrs. Nash met with Ms. Lazarus about the April 16th event at Peckish Pig. The hope is to raise most of the money before that night. We are working with Ellen Kollar, Maria Yen, and Caroline Degenars on the Kenilworth plan to reinvigorate the partnership. There is a “Friendraiser” event on November 17th in Kenilworth. Ms. Lazarus is also focused on getting outside donors. The committee is working on a new deck. We would like to host a holiday dinner for the teachers as opposed to the usual lunch to make it more meaningful. Contributions are welcomed. Unless money falls from the sky to make it a dinner event, we will move forward with the lunch. We are planning dates around the first or second week in December.

- d. **FINANCE** – no report at this time
- e. **GOVERNANCE** – Mr. Bergmann provided an update regarding the trademark issue with Providence St. Mel. He and his partner from Winston & Strawn met with 3 attorneys from Mayer Brown to better understand PSM’s position. The next step is for Winston to send a letter to Mayer Brown summarizing PECS’ position.

Ms. Doane and Mr. Adams have resigned from the PECS Board. That leaves us at 10 Board members. We are actively seeking candidates. A parent or former parent is a possibility. Pastor Matthews will reach out to Alderman Latasha Thomas.

INCS would like to present to the board and are slated to attend the December meeting. Mr. Reilly and Mr. Isenberg were discussing recruiting another University of Chicago fellow. If so, we should have a project in mind.

IX. CLOSED SESSION

The Board entered Closed Session to discuss personnel matters.

X. ADJOURNMENT

The meeting was adjourned by Mr. Stoops at 11:20am.

NEXT MEETING: Thursday, December 10, 2015 @ 4:00 p.m., 333 W Wacker, Suite 2800