

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

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

**Saturday, February 27, 2016  
9:00 a.m.**

**MINUTES**

**ATTENDANCE IN PERSON**

**Trustees**

**John Stoops  
Howard Isenberg  
Kelley Kalinich  
James Reilly  
John Stevenson  
Walter Matthews  
Rona Fourte**

**VIA TELECONFERENCE**

**Matt Bergmann  
Denise Nash**

**OTHERS PRESENT IN PERSON**

**Staff**

**Angela Johnson-Williams, Principal, PECS  
Shinwe Shelton, Director of Operations, PECS  
Tahanni Ragland, Staff Accountant, PECS  
Kyle Meecham, Univ of Chicago Board Fellow  
Debra Jefferson, Guest  
Gene Settoon, Guest**

**TRUSTEES ABSENT**

**Tim Dugan  
Leslie Holling**

**I. ROLL CALL/DETERMINATION OF QUORUM**

The meeting was called to order at 9:05 a.m. by Mr. Stoops.

**II. Introduction of Kyle Meecham, Univ of Chicago Board Fellow**

**III. Addition of Rona Fourte to Board of Trustees**

On motion duly made, seconded and unanimously passed, Rona Fourte has been added to the Board of Trustees.

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

Introduction of Debra Jefferson, Guest

Ms. Jefferson was tasked with an assignment for school to sit in on a Board Meeting and chose PECS because she lives in the neighborhood.

**V. APPROVAL OF MINUTES**

On motion duly made, seconded and unanimously passed, the minutes of December 10, 2015 were approved. Dr. Kalinich abstained due to absence.

**VI. SCHOOL REPORT**

To date, we have received 237 returning student applications with 154 still outstanding. Monday is the return application deadline. Lottery is scheduled for March 5, 2016. There are 61 new applications overall, including 29 for Kindergarten. We have visited two Pre-K centers thus far and hosted open house for Kindergarten. The challenge in recruiting for Kindergarten this year is that we just don't have a person to get out of the building to make those connections. Normally this would fall on the K-5 chair, but she has been placed in the classroom to fill in for resignations. Another reason that our Kindergarten numbers are low could be that we are so early in the cycle that we are not getting attention. Our lottery has been held early because in the past other Kindergarten programs were hosting their lotteries before ours, which caused us to lose out on some of those students. Administrative assistants have been making phone calls to parents to get the return apps in. We believe that parents are confusing the return application with registration for the next year. A suggestion is to try a direct mailing or postcard for the surrounding neighborhood.

Regarding personnel, as of 2/26/16 there have been 3 resignations; a 3<sup>rd</sup> grade teacher, 1 paraprofessional, and one SPED teacher. The 3<sup>rd</sup> grade teacher resigned due to a full-time fellowship for grad school. The SPED teacher gave no explanation other than her time here is up. The paraprofessional resigned for personal reasons. We have been receiving resumes for SPED and the K-5 chair will finish out the rest of the year in the 3<sup>rd</sup> grade classroom. The INCS

job fair is also coming up. 94% of staff has expressed intent to return next school year. This is significantly higher than last year this time and is likely due to the positive culture and climate at PECS and the lack of stability within CPS.

Regarding Academic Performance, comparison charts have been updated with PARCC information. The chart shows PECS' performance in comparison to schools in the same ZIPcode, and also breaks down reading and math.

650 -700 is a Level 1 – did not meet expectations

701 -725 is a level 2 – partially met expectations

726 - 750 is a level 3 – approached expectations

751 - 790 is a level 4 – met expectations

791 -850 is a level 5 – exceeded expectations

PECS' 3<sup>rd</sup> – 8<sup>th</sup> grade students as a whole have approached expectations and significantly outperformed other schools in our ZIP code, as well as CPS as a whole. The difference in PARCC and NWEA is that NWEA assesses students in common core standards of reading and math. NWEA also assesses where students are individually. The more students' answer correctly, the more difficult the test becomes. PARCC assesses the group. PARCC testing at PECS is the week after our spring break. NWEA will take place in May. Right now, PARCC is strictly comparison for administration purposes. PARCC replaced ISAT and is more rigorous and common core aligned. PARCC is a local assessment used day to day within school. NWEA is used to compare schools.

Maureen Savas will not return as a math consultant for the remainder of the school year due to illness. We are seeking another consultant, but Maureen has aligned curriculum for the entire year. Mrs. Johnson-Williams is monitoring the progress on the assessments. In regard to Reading, Allison Slade has presented two professional developments already and still has yet to present another PD for teachers in March. Allison did a curriculum map similar to Maureen and has met regularly with teachers. She will continue on as a consultant with PECS.

The only concern in regard to upcoming test scores, are the disruptions with learning due to resignations. Students have been using Front Row, MangaHigh, and Khan Academy as preparation for practice testing similar to the testing environment. The Board emphasized the importance of improving our test scores and suggested additional practice time for students outside of school hours. The Board is willing to provide the additional resources necessary for such an initiative.

Seven 8<sup>th</sup> graders have earned the Daniel Murphy Scholarship, a new record for PECS. Students are preparing for the Kenilworth Scholarship selection process. Ronya Jones had his painting on display at the Museum of Science and Industry. Noelle Johnson took 1<sup>st</sup> place in the PUSH/EXCEL oratorical competition, reciting Freedom Plows by Langston Hughes.

Q2 Honor Roll celebrated 254 students. We will celebrate Q3 accomplishments on May 3<sup>rd</sup> and 4<sup>th</sup>.

To summarize outreach, Kyle Meecham, Board Fellow, is assisting us with marketing and rebranding PECS. Mrs. Johnson-Williams met with Marlene McKenzie regarding Pre-K/Head Start. Ms. MacKenzie shared a few contacts and is planning to visit PECS in the near future. Ms. MacKenzie also connected Christie Stinson-Moore, of Trinity Preschool, with Mrs. Johnson-Williams. Mrs. Moore was able to discuss the logistics and day-to-day operations of her Preschool Program with Mrs. Johnson-Williams.

Mary Bradley took Jack Elsey's place at the Office of I&I with CPS. Allison Jack will have a meeting with all charters that are up for renewal next year. At this time, CPS doesn't foresee any changes to the upcoming renewal process.

Parent Enrichment numbers have been discouraging. New families have not been participating like they should. It was suggested that we try to accommodate their work schedules by creating webinars where parents can still get the information. Information will be forthcoming.

The Student Handbook and calendar have been emailed for Board Review. Fees are to be eliminated from school discipline code per the new Illinois school discipline bill SB-100, which goes into effect September 2016. Student Code of Conduct is due for submission April 1<sup>st</sup>. We will submit the SCC by the deadline but we will submit any necessary revisions following a comprehensive legal review.

## VII. FINANCE/OPERATIONS

As of January 31, 2016, in comparison, the combined Balance Sheet shows total Liabilities and Net Assets are approximately \$120K less than January 2015. Cash and Cash Equivalents decreases are primarily due to investment losses. A/R increases are due to Receivables of NCLB and SPED funding. The total Liabilities decrease is primarily due to AP and Deferred Revenue and the CPS Pension Payment.

The combined Income Statement for the seven month period ending January 31, 2016 shows a surplus of \$39K. The School operations alone have run a surplus of approximately \$30K year-to-date. Revenue and Supports increases are primarily due to discretionary funding of NCLB and SGSA, 8<sup>th</sup> grade fundraising, collection of book fees, merchandise, events, and the FSP rebate. Expense increases are primarily due to Instructional and General Supplies, Repair & Maintenance, and Printing.

In regard to the Budget Comparison, for the seven month period ending January 31, 2016, Charter school funding is under budget. This is due to the SPED reimbursement of unfilled

contractual clinicians and paraprofessionals. Grants and Contributions, Student Fees and Other Revenues are slightly ahead of budget for the seven month period due to foundation contributions, 8<sup>th</sup> grade fundraising, fee collections and the FSP rebate. Overall Revenue is over budget and Expenses under budget. CPS decided to cut budgets mid-year, which affects the SBB rate. The combined net effect to PECS is about \$60K in lost revenue. Cuts take place on the 4<sup>th</sup>Qtr payment.

PECS is in compliance with all CPS reporting deadlines.

#### VIII. Building Expansion Feasibility Study Report

Last board meeting we voted to move forward with the feasibility analysis with a design team. The Feasibility Analysis was to determine structural and monetary feasibility. The result is that 6 new rooms can be created within the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The good news is that it is technically feasible and could be completed over this summer without disruption of the Semester 3 program. The bad news is that it is more expensive than we anticipated. The Board Packet shows different options. Rationale for why the cost is higher than we had hoped is because of required relocation of HVAC systems within the building. We also would need to update electrical systems to bring the building up to current code.

Financing options –1) Use the public funds amassed over the years via budget surpluses to fund this project. Private funds will continue to be used to build the endowment. 2) IFF has a group that finances these types of projects. They can provide loans up to \$1M. Loan approval is based on financials, 5 yr operating plan, Board, and Academic performance. According to a preliminary review by IFF, we are a good candidate for a loan. With the state of what is happening with CPS right now, we should seriously consider the loan option to keep more cash on hand for a potential interruption in public funding.

We are in a much better position financially than most charters, but the most conservative option would be to take on debt. Maybe buying the building could be an option.

On motion duly made, seconded, and unanimously approved, we will move forward with construction of scheme A with the caveat to retain a larger library, with the question of how exactly to pay for the project (cash on hand and debt) delegated to the Finance Committee.

This will tie in to the 10 year event with a blow up of expansion plans to let people know what will be happening at PECS. CPS approval will be necessary to begin the project. This also means that we will move forward with the Pre-K program.

#### IX. BOARD COMMITTEE REPORTS

- i. DEVELOPMENT– Foundation meeting to focus raising money for scholarships and the endowment. 20 or so people from Kenilworth will attend the Family Day

celebration on March 5th. Board representation is necessary for that day. We also need 100% giving from the Board by the time of the Annual Event.

ii. **ACADEMIC EXCELLENCE** – Covered in the school report

iii. **PECS PROMISE** – 7 Daniel Murphy scholars. Selective enrollment results forthcoming in March. Alumni outreach – Ms. Jones-Cooks has connected with about 75% of alumni thus far. She is still finding ways to reach the other 25%. The mentor program is doing great. Each mentor has 2-3 mentees. 1-1 is the goal, with about 20 mentors. Right now we have about 12 mentors.

iv. **FINANCE**- Covered in the finance report

v. **GOVERNANCE** – Continued efforts are being made to add quality members to the Board. Each committee chair should reach out to Ms. Fourteso that she can get a sense of what your committee does. Pastor Matthews recommends Alderman Latosha Thomas, and Mrs. Nash also has a recommendation for Board candidacy.

There are 3 members on sabbatical. They have all stated interest in returning to the Board once the sabbatical is over.

X. **Closed Session**

XI. **Adjournment** – The meeting was adjourned at 11:25am

**NEXT MEETING: Thursday, April 14, 2016 @ 4:00 p.m.– Water Street.**