

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

At

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

**Saturday, April 18, 2015
9:00 a.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Matt Bergmann
Debora de Hoyos
Leslie Holling
Howard Isenberg
Denise Nash
John Stevenson
Gail Ward**

VIA TELECONFERENCE

**Marcia Doane
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
James Reilly, PECS Promise Committee Chair**

TRUSTEES ABSENT

**Paul Adams
Dick Burridge
Bernard Lilly
Walter Matthews**

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 9:00 a.m. by Mr. Stoops.

II. No Public Participation

III. APPROVAL OF MINUTES

On motion duly made, seconded and unanimously passed, the minutes of February 26, 2015 were approved.

IV. FINANCE/OPERATIONS

As of March 31, 2015, total Cash and Cash Equivalents increased between fiscal years due to revenue received from the Foundation. Accounts Receivable is down due to the increase in the collection of student fees. Accounts Payable has increased due to utilities. The Accrued Payroll balance has increased due to 403b employer contributions, wages and vacation. Deferred Revenue has increased due to the collection of FY 16 student book fees.

On the Income Statement, in comparison to last year Charter school funding increased due to NCLB and Per Capita funding. Foundation Contributions decreased from 2014 to 2015. Student Fee Collections also increased compared to this time last year. There was a decrease in the FSP rebate.

The Budget Comparison highlights increased revenue. This is due to an increase in Foundation contributions and Student Fees. Fees collected were for the 8th grade Spring Break trip to Atlanta, GA and will net out in the 4th quarter. Expenses are presenting lower than expected at this time because of the PECS Promise vacancy and salary compensation of interim staff. The decrease in Direct Student Costs is due to pending Common Core consulting services.

Regarding compliance, we recently submitted the 2015-16 school calendar and Student Code of Conduct. On Friday, April 3rd, there was an email informing PECS of a Civil Rights survey that was due for submission by April 10th. PECS was closed on April 3rd for Good Friday as well as the week of April 6 – 10, for Spring Break. It wasn't until Monday, April 13th, that we learned of the survey. It has since been submitted along with a letter to ONS informing them of the school closure.

V. SCHOOL REPORT

To date, there are 430 returning student applications on file and 26 returning student applications not yet received. There are 163 new student applications on file. Of those, 84 are Kindergarten. Of the 84, 69 have stated that they will be attending in the fall. Out of the 69, 26 will be attending S3 this summer. Of the remaining KG apps, we have not been able to contact the parents by phone. Letters will be sent on Monday informing them of their admission to PECS. For school year 2015-16, we will be accepting all KG and 1st grade applicants. We will also be accepting 5 for 2nd grade. We will not be accepting any new 6th, 7th and 8th graders. KG will lose 1 class, bringing the number of classes from 4 to 3. Fourth grade will now have 3 classes instead of 2.

Regarding personnel, there have been 2 resignations since our last meeting. Although one of our Kindergarten teachers planned on not returning to PECS next year, she accepted a position early with CPS. We also had a resignation from our Development Coordinator. Of the 60 people on staff at PECS, 88% will return and 12% will not return for the upcoming school year. We are interviewing to fill those vacancies.

The search for a Director of PECS Promise is approaching its final stages. We have 3 promising candidates that will interview with Ms. Johnson-Williams next week. Once hired, the selected candidate will begin immediately. If hired before the May faculty meeting, the new PECS Promise Director will be introduced to the staff at that time.

Regarding academic performance, since the Winter NWEA session, we are continuing to focus on differentiated instruction by working with small groups in the classrooms. TAs and Department Chairs are present in the classrooms to pull small groups. Some teachers have redone their outlines to include more information before the Spring NWEA testing. Targeted practices, computer programs – IXL Learning, Khan Academy, and Manga High – have all been used for more exposure to the types of questions that will be asked (NWEA is a computer-based assessment). We have been discussing the addition of 3-4 retired teachers to help with small groups. Ms. Nash and Ms. Holling suggested that we utilize the Kenilworth volunteers, some of which are teachers by profession, for help in small groups.

Task: Ms. Holling will put together a synopsis of how the current volunteers are being used to see how we can use them more effectively.

Introduction of Maureen Savas

Ms. Savas is a consultant recommended by Gail Ward who specializes in Common Core Math. She is a Retired Principal from CPS with 35 yrs experience. Ms. Savas has coached approximately 25 principals over the past 7 years. Her background is in Mathematics and Curriculum Development and Design.

Ms. Savas has put together a scope and sequence for each grade level. The goal is to focus on Mathematics, of which computation is only a small part. The Coaching Plan will focus on children who are in need of a little more guidance, but will also include a plan for advanced students that may need to move ahead.

With the upcoming loss of our K-2 Department Chair (who is relocating out of state with her family), the current 3-5 Department Chair will now take on K-5. We will bring on an Associate Department chair for 3-5, and keep the current Associate Department Chair for K-2. The number of mentors will decrease from 6 to 4. Mentors are meant to assist new teachers. We will keep the current number of TAs in place and add a permanent sub to our roster. With all of the maternity leaves this year, TAs were pulled into classrooms too often.

Regarding current 8th graders, 63% will be attending charter schools (mostly Noble, 1 UIC, 1 Perspectives). There were 5 that participated in selective enrollment testing and have yet to receive their results. 28% will attend private schools (4 students are registered for PSM, 1 has chosen De LaSalle and 1 will attend Lake Forest Academy) and 9% will attend neighborhood public schools.

The PECS Promise Director will be instrumental in reaching out to high school leaders in hopes of establishing relationships and increasing awareness of the PECS name and brand.

Important upcoming dates: NWEA testing will take place the weeks of May 11th and May 18th. The beginning of June will bring results. PECS Graduation is June 19th at 10 a.m.

Neighborhood violence has been high recently due to a gang rivalry, which has resulted in shootings near the school. Ms. Ward suggested we contact the principal at Harper High School, which is four blocks west of PECS, who may be able to share information about impending gang conflicts and other violence that may affect PECS.

Task: Ms. Shelton will follow up with CPS regarding the Safe Passage program.

VI. Building Expansion Feasibility Study Report

IFF Consultant, Jessica Robbins, has met with us to determine our needs and next steps. It will require about 8,000 Sq Ft to house 2 Pre-K rooms, a room for Spanish, Music and a SPED space. Space can be added to the existing building (about 4,500 sq feet on the north side). If you go up 2 stories, that will add 9,000 SqFt. There is also space to potentially add on to the South Side of the building. Operating surpluses from prior years could possibly be used to partially fund the expansion. There is also possible classroom space in the library. The presentation of new building plans should coincide with PECS 10 year anniversary. IFF will present a cost summary before the next Board meeting.

VII. BOARD COMMITTEE REPORTS

i. PECS Promise –We have reviewed over a dozen resumes for the PECS Promise Director position. Out of the 12, we have interviewed 6 and selected 3 for final interview with a written assignment.

ii. ACADEMIC EXCELLENCE –The committee met after the last board meeting about the trend of transfers that occurred from the beginning of the school year to the mid-point. On average, overall for the last five years the number was about 40, which is approximately in line with the number of transfers received in the current academic year. We will continue to monitor and determine contributing factors.

iii. DEVELOPMENT – The Cocktail Party is set for May 1. Botanic Gardens may send a representative to the party. We are in the process of hiring a Development Manager. The hope is to have it filled by June.

iv. FINANCE–On motion duly made, seconded and majority approved(there were two abstentions, by Ms. Kalinich and Ms. Doane because they had not seen a copy of the report)with appropriate changes made,the 2014 Form 990 is approved.

v. GOVERNANCE –The issue of board composition will be raised at the next committee meeting.

VIII. Adjournment

NEXT MEETING: Friday, June 19, 2015 @ 11:30 a.m.(immediately following graduation) -PECS