

Providence Englewood Charter School  
BOARD OF TRUSTEES MEETING  
Providence Englewood Charter School (PECS)

At  
BOARD OF TRUSTEES MEETING  
333 N. Wacker Dr.  
Chicago, IL 60636

Thursday, August 27, 2015  
4:00p.m.

MINUTES

**ATTENDANCE IN PERSON**

**Trustees**

John Stoops  
Matthew Bergmann  
Dick Burridge  
Debora de Hoyos  
Marcia Doane  
Tim Dugan  
Leslie Holling  
Howard Isenberg  
Denise Nash  
John Stevenson

**VIA TELECONFERENCE**

Kelley Kalinich

**OTHERS PRESENT IN PERSON**

**Staff**

Angela Johnson-Williams, Principal, PECS  
Shinwe Shelton, Director of Operations, PECS  
Tahanni Ragland, Staff Accountant, PECS  
Stephenie Lazarus, Development Director

**TRUSTEES ABSENT**

Paul Adams  
Rev. Bernard Lilly  
Rev. Walter Matthews

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

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

**II. Introduction of Stephenie Lazarus, Development Director**

**III. APPROVAL OF MINUTES**

On motion duly made, seconded and unanimously passed, the minutes of April 18, 2015 were approved.

On motion duly made, seconded and unanimously passed, the minutes of June 19, 2015 were approved, with one correction noted by Mr. Bergmann. There was one Abstention by Ms. Kalinich, who did not attend the meeting.

**IV. Enrollment Update**

Enrollment was at 458 students (K-8) as of Friday, August 21<sup>st</sup>. As of today, August 27<sup>th</sup>, enrollment is at 489. Calls have been made to parents, although some phones are disconnected. We are in the process of sending out letters to see where these students are. We are also calling the wait list for students in grades 1, 3, and 5. We are accepting students in all grades except 4, 7, and 8. It is mostly Kindergarten students that are not showing up. There were 85 Kindergarten students in S3, of those, only 65 have shown. Some parents have expressed that they were not aware that we started this early. In the future, it is suggested that we send out an early August mailer informing parents of our start date.

**V. FINANCE/OPERATIONS REPORT**

As of June 30, 2015, the Balance sheet comparison from June '14 to June '15 shows an increase in Cash and Cash Equivalents due to the Schwab account and Foundation contributions. There is a slight increase in A/R due to SPED and NCLB collections. The decrease in Liabilities is due to Accrued Payroll. In 2014 we accrued the whole merit compensation amount, whereas in 2015, the return bonus portion of the merit compensation was not accrued and will pay out September 15<sup>th</sup>. The increase in Deferred Revenue is due to early registration.

On the Income Statement, with regard to charter funding the increase from prior years is due to increased enrollment. Contributions were down significantly because of cancelled events. Student Fee Revenue showed a significant increase due to student events and merchandise. The increase in Personnel costs can be attributed to added positions; PECS promise, custodian, and a reading specialist. There was a decrease in Repair and Maintenance due to the fact that we pay utilities directly instead of paying through the CPS contract. Overall, FY15 ended with a favorable budget variance of \$236K. This includes \$161K in revenue primarily related to

receiving more foundation contributions than what was budgeted and unbudgeted revenue from merchandise and violations. Expenses were also under budget by \$75K due to the cancelling of the CPS contract. Depreciation is slightly under budget. PECS/PECS Foundation combined operations ended the year with an overall loss of \$22K.

For FY16, we are projecting \$5.2M in revenue and \$5.3M in expenses with an expected loss of about 50k due to Project Excellence. These investments relate to Common Core faculty education, mentoring, enrichment, summer programs and other programs that directly support the students.

Mrs. Johnson-Williams spoke with our Case Manager who did research on whether or not we would be reimbursed for SPED. CPS Case Manager came in to evaluate our program and found that we have 2 KG students that have IEPs requiring Paraprofessionals. We are entitled to reimbursement from CPS for these paraprofessionals but with CPS' current budget impasse it is unknown when we will receive reimbursement. We are required to have staff in place in order to provide the services indicated by the students' IEPs. The Case Manager will go back to CPS to see if it is too late to pull CPS Clinicians. If we put in a request to CPS to provide clinicians and they fail to provide, it is PECS that will be out of Compliance. We have also reached out to Charter schools to inquire about sharing clinicians. We have been in touch with a new staffing agency. So far they have provided only 2 resumes and one interview. There is a shortage of Speech and Language Pathologists around the country. Dr. Kalinich will reach out to some contacts.

On motion duly made, seconded and unanimously passed, the FY 2016 Budget was approved. Revisions, if any, will be submitted at a later date.

Task: Mrs. Johnson-Williams will research whether there are new ELL requirements.

Regarding Compliance, Approved Board minutes for the second semester, the state school report card, discipline report, ETL for NCLB and SGSA, and the P-20 were submitted to ONS.

Building and Community Safety Update: There were 7 shootings within the last month and a half. Most recently, there was a shooting on our property. Prior to that, during our enrichment program this summer, there was a random shooting that resulted in the kids having to run inside. One man was shot on the corner of 64<sup>th</sup> and Justine, and a week before that, a man was killed on 63<sup>rd</sup> and Justine. Police have informed us that there is a gang war. There are also neighbors on the block that are feuding. Police have identified the individuals and say that it is just a

matter of catching them. We have since had police presence in the morning and at dismissal times. We have reached out to Jadine Chou, head of the CPS Office of Safety and Security to request a meeting. In the meantime, we will get a quote to replace analog cameras and a quote to place cameras on Justine.

#### **VI. SCHOOL REPORT**

There have been 40 transfers thus far. Of those 40, 70 % moved, 20% state academics, and 10%state other as their reason for transfer. We had 3 resignations at the beginning of the school year. 20% of teachers are new to PECS. We are holding off on the 3 open positions until we determine what will happen with enrollment. We have not received SQRP yet. Maureen Savas will return to work with PECS on our math curriculum this year. The School Improvement Plan meeting has been pushed to a Wednesday in September. At that time, we will explain to teachers what we would like to see and how they will be held accountable. Initial assessment has gone out to teachers with revisions. Will start to collect student samples to see how students are demonstrating what they have learned. Grade level meetings will be held every month.

SPED is now at 50 students with IEPs or 504 plans. Of those, there are 27 with educational IEPs. There are two students who have a very high number of minutes in SPED.

We have made some changes to our grading system in middle school. They are mostly being assessed on class work, tests and quizzes, with the major change being a reduction in the weight of homework.

We are up for Charter Renewal although with the changes happening at CPS, we have not received any information on the timeline. One of the things that we are stressing regarding the Charter Renewal is that we need someone in the business that really knows our story. Mrs. Johnson-Williams recommended Jennifer Zussman (former PECS department chair who moved out of state last year) to be a part of helping us to answer those questions to help tell the PECS story. She has agreed to work as a consultant.

#### **V. BOARD COMMITTEE REPORTS**

##### **GOVERNANCE**

On motion duly made, seconded and unanimously passed, the Board elected Mr. Bergmann to serve as Secretary of the Board for a term of three years commencing October 1, 2015 and terminating September 30, 2018, and elected Mr. Stoops to continue serving as Chairperson of the Board for a term of three years terminating September 30, 2018. The Board also assigned trustees to new committee assignments, effective October 1, 2015.

The Governance committee is searching for two new directors. One should be someone with ties to the community. One should be in education, or have a background in understanding Charter schools. Send recommendations to Ms. Doane and Mr. Bergmann.

#### **ACADEMIC EXCELLENCE**

In terms of the School Improvement Plan, we are continuing the work started with Maureen Savas. Internal coaching is based on teacher feedback. We are in talks with a literacy specialist to be considered for a Consultant in Reading (Allison Slade). A meeting is being set with Mrs. Johnson-Williams, Dr. Kalinich, and Mrs. Ellinger to talk about possibly identifying 2 grade levels that need help with literacy. The plan is to look at school improvement goals and update based on the resources that we put together for this school year.

#### **PECS PROMISE**

Ms. Jones-Cooks has been meeting with students and their parents to go over high school selection. This year, we are requiring students to apply to at least one charter, private and public school. Ms. Jones-Cooks has organized a high school fair and an alumni panel. The Mentor program will launch in the next two months. Job description for mentors will be coming to the board soon. Ms. Jones-Cooks has also been meeting one on one with alumni. The general consensus is that help is needed with ACT prep and FAFSA completion.

#### **FINANCE**

Covered earlier in the meeting.

#### **DEVELOPMENT**

Ms. Lazarus will reach out to the board to introduce herself. She is planning events for our 10 year anniversary. There will be a staff celebration, a PECS family celebration, and the 10<sup>th</sup> Anniversary fundraiser, which is scheduled for April 16, 2016. Save the Date!

#### **VII. BUILDING EXPANSION FEASIBILITY ANALYSIS UPDATE**

We have been working with IFF regarding expansion needs. On our wish list, the best place for a 2 story expansion is on the north side of the existing building. The price tag is over 3 million dollars. Our top priority is Pre-K. We can build a 2 room prefabricated modular unit for \$690K. Our options within the existing building are to subdivide existing classrooms. There is possibly room for 5 additional classrooms at a cost of \$490K. We could subdivide 2 classrooms right now for pre-k for \$200K. IFF has a list of contacts that work with these particular situations to help us find the right people for the job. The next move is to contact an architect. CPS will have a list of approved architects.

**VIII. OTHER BUSINESS**

**Winston & Strawn is representing PECS in trademark discussions with Providence St. Mel, which is represented by Mayer Brown. Mr. Bergmann provided the Board with an update regarding those discussions.**

**IX. ADJOURNMENT**

**NEXT BOARD MEETING: Saturday October 24, 2015, 9 a.m. - PECS**