

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

**At
6515 S. Ashland Ave
Chicago, IL 60606**

**Saturday, February 25, 2017
9:00 a.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Matt Bergmann
Peg Cain
Caroline Degenaaars
Leslie Holling
Bernard Lilly
John Stevenson
Latasha Thomas**

TRUSTEES ABSENT

**Dick Burridge
Rona Fourte
Kelley Kalinich**

TELECONFERENCE

**Tim Dugan
Howard Isenberg
James Reilly**

OTHERS PRESENT IN PERSON

Staff

**Angela Johnson-Williams, Principal, PECS
Shinwe Shelton, Deputy Director of Operations, PECS
Tahanni Ragland, Staff Accountant, PECS
Maria Ekpo, University of Chicago Board Fellow**

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 9:03 a.m. by Mr. Stoops.

II. Addition of Peg Cain to Board of Trustees

On motion duly made (Mr. Bergmann), seconded (Mr. Stevenson) and unanimously passed, Peg Cain was added to the Board of Trustees.

III. Public Participation Period (if requested in advance of meeting) None requested.

IV. APPROVAL OF MINUTES

On motion duly made (Mr. Stevenson), seconded (Mrs. Degenaaars) and unanimously passed, the minutes of December 8, 2016, were approved. There was one abstention, Ms. Cain was not a member of the Board at last meeting time.

V. SCHOOL REPORT

PECS' lottery for 2017-18 will take place on March 2, 2017. Returning student app numbers are down in comparison to this time last year. Mrs. Tillman has hosted a couple of Saturday sign up sessions for parents that need assistance registering through School Mint. In order to move into the 17-18 school year, parents have to get their students info into School Mint for 16-17. Increases in new student applications have probably been due to marketing campaigns.

Mrs. Jones-Cooks has taken on the responsibilities of recruiting for Kindergarten as well as PECS Promise. Mrs. Jones-Cooks will have a call campaign both before and after the lottery in efforts to get parents to complete the Application process for Kindergarten. She also plans to expand recruitment from strictly Kindergarten to recruitment for all grades.

Regarding the charter renewal, we submitted an amendment to CPS in hopes to enroll up to 10% more than our current capacity. We have yet to hear a response.

Regarding personnel, there was a 3rd grade teacher resignation, for which a permanent sub was put in place for the remaining portion of the year. There was also a 4th grade TA resignation for purposes of joining the Peace Corps. We have added a SPED teacher and an Occupational Therapist. Regarding teacher and staff intent, 87% of staff wish to return to

PECS. Safety concern is onereason that some may not be willing to return. Immigration issues and family health issues are reasons for other employees not returning.

82% of parents attended Q3 Parent Teacher Conferences. Quarter three trends have held that conference rates decrease from qtr 1 and 2. This could be due to talks of student retention and participation in semester 3. The webinar initiative for PEP has begun. We will be able to tally numbers on attendance and participation based on the number of views.

Regarding academic performance, math consultant, Lynn Ecenbarger has agreed to extend her consults to 4 additional days to help focus 4th-7th grade for testing purposes. Because a 3rd grade teacher has resigned, the Academic Dean has been tasked with teaching math for 90 minutes each day. Dr. Kimberly Chase has been hired as the reading consultant. Dr. Chase came on board January 23rd and has been phenomenal so far. Dr. Chase has created a plan and proposal for the school year. She will focus on grades 2 through 4 and will also collaborate with the Reading Specialist.

8th Grade updates are as follows – Out of 36 8th graders, there is 1 with potential to be held back. 33% of 8th grade earned Q2 honor roll. We have 2 Daniel Murphy scholars from this 8th grade class.

Mrs. Johnson-Williams met with Mary Bradley in January regarding the Charter Renewal. On or before June of 2020, the number of in school and out of school suspensions needs to decline. CPS is making an effort district-wide to decrease this practice.

Summary of Outreach – INCS hosted a call for charter schools to discuss renewal contracts. Janice Jackson, CEO, has instructed schools to not allow ICE in their buildings without criminal warrants. We are hosting an informational meeting regarding recent immigration law concerns at PECS on Monday, February 27th.

On motion duly made (Mrs. Holling), seconded (Mr. Bergmann) and unanimously passed, the 2017-18 School Calendar was approved.

VI. FINANCE/OPERATIONS

The Combined Balance Sheet as of January 31, 2017 in comparison to January 31, 2016 shows a decrease in Cash and Cash Equivalents due to the usage of cash for the construction project. Cash on hand will be replenished when the IFF loan closes. Property and Equipment increases are due to Leasehold Improvements from the construction project. A/P increases are due to the timing of payables. Deferred Revenue shows a decrease due to budget cuts from CPS. Overall, the Combined Balance sheet as of January 31, 2017 shows Total Liabilities and Net Assets approximately \$57K less than the same time last year.

The Combined Income statement shows a decrease in Charter School Funding due to CPS budget cuts. Expenses show an increase due to Personnel changes – SPED resignation and the use of a consulting service. Increases are also due to scholarship awards and subscription and fees. Overall, the Income Statement shows a \$67K deficit for the 7 month period ending January 31, 2017.

CPS is proposing additional budget cuts, these cuts will occur in Q4. PECS is projecting a loss of \$150K. We continue to decrease spending and have prepared an itemized list to further reduce spending. With the addition of the 2 security officers, we can delay the new camera upgrades. Other suggested areas that could be restructured are the faculty compensation plan and stipend awards. Finally, as a last resort, personnel cuts could likely begin with TA's.

Compliance - PECS is 100% in on-time compliance.

Regarding Safety & Security, we currently have staffed two off-duty Chicago Police Officers. Officer Barr is scheduled Monday- Friday from 8-1, and Officer Outlaw is scheduled Monday – Friday from 1-5:30. Their presence has made a tremendous difference in the climate and culture.

VII. BOARD COMMITTEE REPORTS

- a. Development – The Annual Benefit is March 11th. Ms. Lazarus set us up with detailed plans before she departed. Susan DeLoach has come on board as creative director for the event. We are more than halfway to our \$300k annual fundraising goal. We need 100% Board participation. Still seeking someone for the Director of Development position. Had a meeting with John Buck to secure funding for PECS Promise. Opened the door for a great relationship. Gave \$10k this year. Will invite them for a tour and cultivate that relationship.
- b. Finance – We are scheduled to close the IFF loan on Tuesday. Gave a few brief details for background information on the relationship with IFF to Ms. Cain.
- c. Governance – There are conditions to Charter Renewal with which we have to comply. Update conflict of interest policy and make a change to bylaws regarding number of board meetings. Will discuss at next board meeting. Mr. Bergmann provided an update regarding the PSM dispute.
- d. PECS Promise– Mr. Reilly reported on some of the upcoming programs with PECS Promise, including the Western Golf Summer Caddy program, SSAT and ACT Prep, High Jump program for 6th grade students. The focus is now on 8th graders getting ready to make their high school choice. Kenilworth Scholarship interviews are taking place today. 21 mentors for 28 students involved. We need to generate more student interest in these programs. Maria gave an update on the Board Fellow program – Identifying types of alumni and categorizing based on their need.

Transitioners – 9th and 10th graders, connecting with guidance counselors, College bound – 11th and 12th grade, SAT and ACT prep, college admissions, Persisters, Rising Leaders. Next step for all groups is to find non-profits and organizations that can assist with all needs of these groups. We need to develop a tool to connect with these four groups.

e. Academic Excellence – Covered in the School Report.

Mr. Stoops gave an update on the effort to acquire property in the neighborhood. Julie Kennedy, a longtime Kenilworth volunteer, researched lots in the area and has joined Mr. Stoops in several meetings with City and County officials. PECS is not eligible for the City Large Lots program because we do not currently own property on the block. John Scott from the City's Dept of Buildings came down to the school. We walked the neighborhood and canvassed properties. The result was that we made the city aware of problem properties and had some buildings boarded up. There are 4 properties that the City has identified they could commence foreclosure proceedings and sell/deed to us. We have requested another meeting with John Scott to determine costs. There is a meeting with Alderman Toni Foulkes on March 8th to gain community and aldermanic support. We have also contacted 2 owners on the block about buying property directly from them.

VIII. ADJOURNMENT

On motion duly made (Ms. Degenars), seconded (Mr. Bergmann) and unanimously passed, the meeting of the Board adjourned at 10:42 a.m.

NEXT MEETING: Thursday, April 6, 2017, 4:00 p.m. – Water Street, 444 W. Lake St., Chicago