

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

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

**Saturday, March 3, 2018
9:00 a.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Dick Burridge
Peg Cain
Caroline Degenaaars
Rona Fourte
Bernard Lilly
Walter Matthews
John Stevenson
Arlen Wiley
Jason Zenner**

TRUSTEES ABSENT

**Leslie Holling
Howard Isenberg
Kelley Kalinich
Latasha Thomas**

TELECONFERENCE

**Matthew Bergmann
James Reilly**

OTHERS PRESENT IN PERSON

Staff

**Angela Johnson-Williams, Principal, PECS
Shinwe Shelton, Deputy Director of Operations, PECS
Tahanni Ragland, Staff Accountant, PECS
Sonji Jones-Cooks, Development/PECS Promise Director, PECS
Janelle Miller, Academic Dean, PECS
Ellen Kollar, President, PECS Foundation Board**

I. ROLL CALL/DETERMINATION OF QUORUM

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

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

III. SCHOOL/ACADEMIC REPORT

Items highlighted in yellow are new or added items since the last Board Meeting. Intent letters went out on February 1st. So far, 92% of team members wish to return, 1% is undecided, and 7% have not returned the form to date. Student enrollment is at 491. We have lost a few students since the last meeting due to moving out of the area. Of the 491, 32 are current 8th graders. Of the 459 students that could return to PECS, we have 331 students that have already reenrolled. New applications total 61, and of those, 40 were kindergarten applications. Recruitment will resume in hopes of increasing new applications.

The student handbook, pending approval, will be submitted to CPS with no changes from the previous handbook by April 3rd.

Dean Miller will give middle of the year scores from NWEA. Our SQRP status last year was a level 2+. Teachers know that the more the students achieve their growth scores, the better the attainment overall. From the beginning of the year to the middle of the year, all grade levels grew in reading and math. Dean Miller learned from a meeting with CPS a few days ago that overall students are not growing in Math as quickly as in reading. Fourth grade is the priority group in math. We are pouring most of our efforts into 4th grade to help them to achieve and grow. There will be a grade level meeting on Monday to change direction to targeted small groups. We are looking at shaking up 4th grade altogether. Teachers are not opposed to giving extra instruction after school for small groups. With the help of our Data Consultant, we are focusing on improving math scores, improving attendance, and the root cause. CPS is planning a revamp of the whole SQRP metric system. "SQRP 2.0" will focus on decreasing the attendance weight and adding another metric. Details will come forward in the near future but will not be implemented until fall 2019.

Trying to figure out ways to incentivize students to want to go to school and actually influence parents to get them here. The Academic Excellence Committee will comprise language to be included in the Student Handbook regarding the legal ramifications of poor attendance to parents. Quarter 2 report cards included an attendance report for each student. It showed a color coded graph that tells where your child falls regarding attendance. We are starting to have conversations with parents of children who fall into the orange or red categories. Students with perfect attendance receive an award and recognition at the honors assembly. Students with perfect attendance are also given an ice cream social at the end of the year as an incentive. Our aim is to incentivize the students so that they can motivate the parents. Sometimes competition breeds action, so maybe we should incentivize the parents as well. Mrs. Fourte suggested that Walgreens can help with gift cards or baskets to make things real for both parents and students. Ms. Jones-Cooks will follow up with Mrs. Fourte on the matter.

IV. PECS PROMISE REPORT

Decisions for selective enrollment will not be available until March 30th. Eighty-four percent of PECS 8th graders were invited, however PECS Promise recommended 11% to take the selective enrollment exam. We won't know if all 11% took the exam until results come in. 100% of 8th grade students have applied to at least one PECS Preferred school. The concern is that with the new "one offer program" the way that students ranked their choices may affect how many students actually get to attend a PECS preferred school. We will be encouraging families to take advantage of the second round application process. Cynthia Guzman, our U of C intern is still with us through the school year. Elaine Tang, from UIC, will be joining us for the summer as our new intern thanks to the generosity of the Duquette family, who have underwritten the cost. PECS will once again offer ACT and SAT test prep on Saturdays for high school students. Most students don't see the need because their schools offer in-school test prep. We will wait until the results of the first round of tests come back after March 29th to offer the test prep again. The hope is that when students see the results of their score, they will want to participate in our test prep to have a better chance of improving their score the next time around. We will target the class of 2016 at the beginning of their junior year and the class of 2015 at the beginning of their senior year. There has been a strong showing of PECS students returning to PECS for community service. The mentoring program is still going strong. Three guests from the annual event showed interest in becoming mentors. Ms. Jones-Cooks will be reaching out to make those connections.

V. CONSENT AGENDA

On motion duly made (Mrs. Fourte), seconded (Mr. Zenner), and unanimously passed, the minutes of December 14, 2017 and the 2018-19 Student Code of Conduct are approved.

VI. PECS MARKETING AND BRANDING UPDATE

Mr. Stoops, Mrs. Johnson-Williams, and Ms. Jones-Cooks had a great meeting about potential brand change with Loyola. They received a proposal late last night with branding ideas. A potential rollout is suggested in 3 phases. Phase 1 is brand immersion – initial brainstorming about theme and strategy, getting input from four key stakeholders (students, parents, board members and teachers). Loyola will provide primary logo options for us to choose a top two overall. Phase 2 is material development. Loyola will bring in an example of each item (Large banners showcasing the mission, vision, and logos, apparel (school uniforms, gym uniforms, and sweats), merchandise and signage). They will also hold a campus photo shoot to update photography and images to be used in materials. We will also remove external signage regarding Ralph Bunche. Phase 3 is Digital Branding at the basic, standard or premium level. They will also help to develop an online presence. Phase 1 market research is approximately 2-4 months and logo development should be 2 – 3 weeks. Focus groups will be conducted to get an idea of the importance of PECS to our parents. Why did they choose PECS? An award or statue can be created to connect the dots in a tangible way between Bunche and PECS. One suggestion is a collage of history to commemorate Bunche that remains within the school. We purposely asked to do the budget proposal a la carte so that we could potentially use other vendors for certain aspects of the project. Phase 1 can be conducted by Loyola. Phase 2 and 3

could be outsourced. The general consensus is that everyone is in agreement that this branding project is a necessary undertaking.

Task: Mrs. Fourte will look into Nielsen possibly doing pro bono market research in an effort to save cost. Ms. Jones-Cooks will follow up with Mrs. Fourte about getting our own focus group and collaborations to cut cost.

VII. FINANCE REPORT

On the Balance Sheet, Cash & Cash Equivalents increase is due to cash on hand and investments. The A/R increase is due to SPED receivables. In the past we were paid on a reimbursement basis. Overall assets have increased by \$1.4M. A/P increases are due to 403(b) match, Deferred Revenue True-up for Q1 & Q2, and the construction loan. Overall, Total Liabilities have increased by \$1.4M.

On the Income Statement, Charter school funding is up due to the true up for Q1 and Q2. Grants and contributions are up due to in kind donations, private fundraising, and donations and contributions through the foundation. Expenses are down due to employee vacancies. There are 2 SPED vacancies and 1 TA vacancy. Overall, there is a net surplus of \$519K.

Regarding compliance, we are on-time with all requirements through the Epicenter.

All Board Members, please return the Conflict of Interest statement to Mrs. Shelton as soon as possible.

Regarding building operations and security, the CPD off-duty officers are still effective. There is an immediate need for upgrade to our security cameras. We have been working with IFF to do a capital improvement plan. We should get the first draft on March 16th to be shared with the Board at the next meeting. There have been a few minor issues in the building with plumbing and the elevator (sump pump issues). We are working to get those repaired now. Regarding the water main and sinkhole repair, CPS still hasn't acted. An initial assessment was done, but they have not made repairs.

VIII. FINANCE COMMITTEE – No report at this time.

IX. NEIGHBORHOOD INITIATIVE

The update on the block acquisition is as follows....regarding 6501 Justine, the owner is a company called CIC. After negotiating, they have agreed to sell the property for \$16.5K. It will cost approximately \$250K to rehab the 4 units. We could possibly upgrade them to conform to Chicago Housing Authority Section 8 code requirements for an estimated total monthly rent of \$4400 per month. The desire is for families with children that could attend PECS. This could be a draw for potential tenants. This particular building makes sense to use as 4 dwelling units as opposed to a shared space of some sort. We could possibly use the 4th dwelling as a sort of "transient" living space for families in need or transition. A point for reference is the Harlem Children's Zone. The idea is to control the environment and surroundings of the school. There

have also been other organizations and churches that have undertaken this type of project and been successful. There are many opportunities with this type of undertaking to partner with different organizations and contractors that can make this project useful and fulfilling. We could possibly use our market research process for branding to gauge what would be the draw for a parent to move into these units. As time goes on, there could be possible formation of a separate organizationspecific to this cause.

X. BOARD COMMITTEE REPORTS

- a. **DEVELOPMENT**– The goal for this year was \$180K. To date, we have raised \$179K. John Buck awarded the \$10K award for PECSPromise. Associated Bank emerged as a sponsor for this year’s event. PECS received a \$5K grant from this relationship. Leo Burnett (Ann Trout)also emerged from the event wanting to connect with PECS. We will explore how we can have a strong connection with his Leo Loves program and PECS Promise as a potential partnership. Regarding the Annual Event, Marshall’s Landing donated the space, which reduced our expenses surrounding the event. Susan DeLoach also donated her services.The Wine Lottery was through donation as well. The event generated 32 young professional tickets and potential relationships. We also received new applications with interest in the PECSFoundation.
- b. **GOVERNANCE** – The PSM issue is behind us. Mrs. Johnson-Williams, Mr. Stoops and Mr. Isenberg were very engaged throughout the process and we thank them for their diligence.

XI. ADJOURNMENT

On motion duly made (Mr. Zenner), seconded (Mrs. Degenaaars) and unanimously passed, the meeting of the Board is adjourned at 11:32 a.m.

NEXT MEETING: Thursday, April 19, 2018, 4 p.m. (Water Street – 444 W. Lake St. – Suite 1800)