

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

**At
444 W Lake St, Suite 1800
Chicago, IL 60606**

**Thursday, April 19, 2018
4:00p.m.**

MINUTES

ATTENDANCE IN PERSON

Trustees

**John Stoops
Matthew Bergmann
Margaret Cain
Caroline Degenars
Rona Fourte
Leslie Holling
Howard Isenberg
Latasha Thomas**

TRUSTEES ABSENT

**Dick Burridge
Bernard Lilly
Arlen Wiley
Jason Zenner**

TELECONFERENCE

**Kelley Kalinich
Walter Matthews
James Reilly
John Stevenson**

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**

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 4:05 p.m. by Mr. Stoops.

II. Public Participation Period (none requested)

III. SCHOOL/ACADEMIC REPORT

Updates to the school report are as follows...Of all 32 8th graders, 1 student has received both the LINK and HFS scholarships. One other student earned the Empower Illinois scholarship. One hundred percent of the 8th grade class was accepted to PECS preferred schools.

Consultant updates are as follows...The reading consultant has visited and observed on 19 different occasions. Feedback is that the reading framework in place is going well, but we still need to be vigilant about pulling small groups. On her next visit, Dr. Chase will provide a Professional Development on Differentiated Instruction.

The math consultant has visited and observed a total of 13 times. The feedback is that the Math framework is not consistent as there is not enough small group activity. Ms. Ecenbarger is scheduled to visit 3 more times, 1 being during curriculum alignment week to perform a Math Professional Development.

Our Data Consultant has visited 4 times. They will continue to address increasing attendance and academic performance.

The Golden Apple STEM Consultant has visited 3 times thus far. Family STEAM night will be held May 4th.

Enrollment is at 490 students. There have been 125 new applications. Compared to last year, we are down 2 KG applications. Overall, in comparison to this time last year we are down 82 applications, but most of the difference is in the upper grades where we do not typically have open seats.

Total student transfers is 23. Regarding the Charter Renewal, the amendment application is still in process for an increase in enrollment. The next step is a vote at the next CPS Board meeting which happens on April 25th.

The Academic Calendar for 2018-19 is included in the Board Packet for approval. The only change is to 1:00 dismissals instead of 1:30 on Professional Development Wednesdays.

Also attached are proposed Plans 1 and 2 regarding the organizational structure of PECS.

Mrs. Johnson-Williams is being considered for the Chicago Accelerator Professional Development Program through the Ryan Fellowship connection. The group recruits young professionals to become principals of schools. The group also offers professional development to principals. The Accelerator Program finds schools that they feel will be a great school to coach and push to get over “the hump”, in our case move from Level 2+ to Level 1. Mrs. Johnson-Williams has completed the application and both the phone and video interviews (which also included interviewing her school leadership team and two board members, Dr. Kalinich and Mr. Stoops). Two representatives from the group came to PECS for observations and a walk through of the building with Mrs. Johnson-Williams and Mr. Stoops. The selection committee will convene on May 2nd. The process started with about 15 schools. It is now down to 7, of which five will be chosen. It is a 3 year commitment which will award \$25,000 at the end of each year.

IV. CONSENT AGENDA

On motion duly made (Ms. Thomas), seconded (Ms. Forte), and unanimously passed, the minutes of March 3, 2018, the 2018-19 Academic Calendar, and the new lease are approved.

V. ACADEMIC EXCELLENCE

The Organization Chart stems from the succession plan. Discussions between Ms. Jones-Cooks and Mrs. Johnson-Williams generated the idea of the Director of External Affairs. The roles have been identified, but we have not necessarily determined what the position will look like. The Board is being asked to please reach out to Dr. Kalinich, Ms. Cain, Mrs. Johnson-Williams, or Mrs. Degenars with pros and cons. Concerns raised are: Is this a reassignment of roles? There seems to be inconsistency in titles for the roles. What is the difference between coordinator, director and deputy director? What does it look like in terms of pay scale and how does it affect our budget? The next committee meeting is Friday, May 18th.

Regarding the salary scale that was developed about 5 years ago, one of the issues raised is that most of the other schools have a scale in place for about 3 to 5 years, then it is reevaluated. Our scale may be a bit behind the times. We would like to create an Ad Hoc committee of 3 or 4 people who can investigate whether we need to take a look at the salary schedule and determine whether changes need to be made. Ms. Forte would like to be a part of the committee. When the original scale was put in place we observed benchmarking from INCS. We need to examine the whole practice and how to make it more effective and competitive with CPS and other charter schools.

VI. PECS PROMISE REPORT

100% of the 8th grade class has been accepted to PECS Preferred schools. The Board Packet contains a summary of the schools that our students have been accepted to. The one offer system has worked in our favor. It has allowed the students to be more strategic in their applications. Ms. Jones-Cooks has also encouraged students to take advantage of the second round application process. We had all but 6 families represented at our high school acceptance meeting, where families were guided through accepting their high school offers.

We are currently recruiting for new mentors. Ms. Jones-Cooks will be meeting with potential mentors for an informational lunch on Tuesday, April 24th, from 11:30 a.m. – 12:30 p.m. at Associated Bank. We will kick off on May 8th with a mentor dinner and orientation at PECS.

Task: Ms. Jones-Cooks will send the mentor responsibilities list out to all Board members.

Requirements for mentors are someone who is comfortable engaging face to face with students, comfortable asking questions and talking to parents. They should have the ability to relate and connect with the parent and the student. Nine of the current mentors have recommitted for next year.

Recruitment effort is focused on K-2. Threeday care visits have been scheduled for next month. There are also a few applications that are stuck in the “funnel”(incomplete, offers not yet accepted, etc...). We are also looking at a church tour recruitment effort. The Ad campaign this year will focus on our graduates.

Task: Ms. Jones-Cooks will send an email to our donors through constant contact regarding Mentorship.

Back to PECS Promise, do we want to take on a role of providing mentorship through high school and college? How do we support students that are in high school to prepare them for college? Mentorship is one way, are there other ways? It seems that the primary reason for dropping out of college is financial hardship.

VII. PECS MARKETING AND BRANDING UPDATE

Ms. Forte connected us with another agency (L3) for market research. The proposal came in around \$5600. Loyola is at about \$5900. Can we sub in L3 for that particular line item? Budget wise, costs will be about the same. On motion duly made (Ms. Forte), seconded (Mr. Isenberg), and unanimously passed, an amount up to \$50,000

for the purpose of designing a new logo, brand image and marketing materials has been approved.

VIII. FINANCE REPORT

On the Balance Sheet, the combined cash comparison as of 3/31/18 reduction is due to the construction loan being funded in 2017 and the CPS True-up. The Investments comparison increases are due to repayment/wire transfer of funds to the investment account and increased foundation investments. A/R increases are due to Grants Receivable from SPED and NCLB. (\$108K for SPED and \$145K for NCLB) Overall Cash and Cash Equivalents have increases by \$334K.

A/P increases are due to purchases/debt, the Charter Substitute Network, Deferred Revenue, 2019 Prepaid Book Fee payments, and Construction Loans Payable. Overall Liabilities combined have increased by \$334K.

On the Income Statement, Charter school funding increase is due to PCTC funding model and CPS remittance of payments. Grants and contributions increased due to in-kind donations (Lease). Student Fees increase is due to Book Fee Collections and Student Event revenue. Personnel costs have decreased due to vacant positions (2 SPED & 1 TA).

Regarding the Budget comparison, the favorable variance in Charter School Funding is due to PCTC True-up in Q3. The favorable variance in Grants and Contributions is due to Foundation contributions and 8th grade fundraising. The favorable variance in Student Fees is due to student book fee revenue. The unfavorable variance in Other is due to FSP rebate and Investment Income.

The favorable variance in Personnel costs is due to SPED vacancies and restructuring of personnel. We simply can't find clinicians and teachers to hire. We have tried all kinds of options to no avail.

Regarding Compliance, PECS has 99% on time reporting, 96% accurate, 76% under review, and nothing past due.

There have been major changes regarding CTPF. They are now imposing contributions for 3rd party contractors, bonuses, etc... CTPF is looking back to 2013 to impose fines. We may have a contingent liability regarding 3rd party consultants. As soon as additional information is provided, it will be shared with the Board.

We have received our budget from CPS, which is due June 1st. Next year we will receive \$9,733 per student. This year CPS gave us a 2.5% increase but they only committed to

that level of increase for 1 year. The PCTC model increased per capita tuition, but decreased NCLB which equated to about \$72K. If we don't sign the MOU we are at potential of losing anywhere between \$400 -\$1,000 per student.

IX. BOARD COMMITTEE REPORTS

- a. **DEVELOPMENT**– PECS exceeded the goal with \$200K. Lots of new faces were at the event. We have to figure out a way to measure whether the new faces turn into long-term donors. The mentoring program is a gateway connection to this. Ms. Jones-Cooks will present the Development plan for next year at the June meeting. May 11th is tour the school day and lunch for new interested donors/mentors. The purpose is to engage them with the school tangibly. Tours will be student led. The annual appeal and event yielded 34 new donors.
- b. **GOVERNANCE** –No report.
- c. **FINANCE**-No report.

X. ADJOURNMENT

On motion duly made (Mr. Isenberg), seconded (Ms. Cain) and unanimously passed, the meeting of the Board is adjourned at 6:00 p.m.

NEXT MEETING: Friday, June 15, 2018, 11:30a.m. (PECS 6515 S. Ashland Ave)