

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

At
BOARD OF TRUSTEES MEETING
6515 South Ashland
Chicago, IL 60636

Saturday, August 24, 2013
9:00a.m.

MINUTES

ATTENDANCE IN PERSON

Trustees

John Stoops
Dick Burridge
Marcia Doane
Tim Dugan
Leslie Holling
Kelley Kalinich
Rev. Bernard Lilly
Rev. Walter Matthews
John Stevenson

VIA TELECONFERENCE

Debora de Hoyos

OTHERS PRESENT IN PERSON

Staff

Angela Johnson-Williams, Principal, PECS
Shinwe Shelton, Director of Operations, PECS
Tahanni Ragland, Staff Accountant, PECS
Abraxas Thomas, Development Coordinator, PECS
Erin Ellinger, PECS Teacher
Erik Kelly, PECS Teacher

TRUSTEES ABSENT

Paul Adams
Howard Isenberg
Sylvia Jones
Denise Nash
Gail Ward

I. ROLL CALL/DETERMINATION OF QUORUM

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

II. APPROVAL OF MINUTES

On motion duly made, seconded and unanimously passed, the minutes of May 23, 2013 were approved.

III. SCHOOL REPORT

There are new cut scores for ISAT, which will make comparing past performance difficult. Assessment tests are now aligned to the Common Core curriculum to measure analytical skills instead of memorization.

We are transitioning information about common core; one focus is reading. Staff consistency and parent involvement both play key roles in the effort to increase scores.

Dr. Kalinich and Mrs. Johnson-Williams presented ISBE documentation with an explanation of our current scores.

Science scores show the highest increase because the Curriculum was changed 3 years ago. Life science, earth science and physical science are each geared to one grade in particular. However Middle School receives all three sciences.

Terra NOVA has increased to the 69th percentile. We are able to view ISAT scores by zip code. In addition Mrs. Johnson-Williams has access to dashboard on IMPACT, which shows PECS cut scores.

Task: Mrs. Johnson-Williams will update our schools for comparison.

We are above the National average of 15.5 in EXPLORE with a composite score of 16.6.

Parent involvement was 89% for the year. We began with 92%; however, because of the fundraising event in February, which coincided with PTC, there was a decline in Parent Involvement.

Teachers' Intent letters indicated that 22 teachers would return and 4 would not. Of the four teachers not returning, two were new last school year.

For the 2013 – 2014 school years we added a Spanish teacher who instructs students in grades K-4. Parents and students are very receptive to this class.

90% of PECS' teachers are IL certified and 100% are certified in core subject area. Mr. Kelly, our Athletic Director, is in the process of being nationally certified. He will begin a cohort session in the fall.

12 students participated in the SOAL program at The University of Chicago and 5 PECS students participated in the SOAL ETA theatre program. The new SOAL coordinator is looking for more options for students to participate for summer 2014. One proposed option is a "3rd semester" academic program to be held at PSM.

We held a summer enrichment program which included the following:

1. Three kindergarten introductory classes
2. SMALL BALL in two sessions
3. Summer test prep class

The purpose of the pre-kindergarten class was to introduce preschool students to PECS' procedures before enrollment in kindergarten. The test prep summer class was created to help current eight graders in preparing for high school entrance exams. The test prep course went well and the coordinator was excited and wants to return to teach this class.

Selective enrollment testing begins in December to January. It was suggested that we could hold test prep classes in the fall to prepare the students for selective enrollment testing.

We do not have a formal safe passage program. There was a police sergeant who patrolled the area surrounding PECS. We were told by the Chicago Police Department that given the security measures already in place at PECS a constant patrol is not necessary. The gates that surround the property and the security cameras serve as a deterrent.

The Charter Renewal update is due to CPS September 3, 2013. A motion was presented to the Board to approve the Charter Assurances. The options were to either (1) each 2013-14 school board member must sign a separate Assurance Statement or (2) the school board members can pass a resolution that the school board as a legal entity approves this Assurance Statement. The motion was duly made, seconded and unanimously passed to approve the Charter Assurances.

Last year 13% of students had IEPs. This year we are adding 4 students and anticipate serving more.

The PECS website is undergoing a major transformation with input from Mr. Stevenson and Mrs. Johnson-Williams. We anticipate introducing the new website to parents and students at two planned open houses.

IV. FINANCE/OPERATIONS REPORT

The June 30, 2013 Balance Sheet showed Cash of \$2,086k, Short Term Investments of \$1,244k, and Total Assets of \$2,554k against Total Liabilities of \$239k.

The Income Statement for the twelve month period ending June 30, 2013 indicated Revenue of \$3,845k, Expenses of \$3,662k, resulting in a Change of Net Assets of \$183k.

The variance in salaries was attributed to unfilled vacancies.

Balance Sheet – A/R – CTPF had to be paid \$20,500 as a result of a recent audit. The contribution amount was due to individuals who held certificates with the State of Illinois but did not have teaching responsibilities. The full amount represents the total of the employees' contribution to the CTPF.

Income statement – The surplus of \$420K cash flow is attributed to the increase in kindergarten enrollment and the increase in CPS per capita tuition received for K-2. Our current budget is based on 465 students.

The projected budget includes a Sensitivity Analysis that projects the revenue and expense possibilities given various enrollment numbers. Currently the student enrollment is at 440 students. Ideal enrollment given the sensitivity analysis should be between 470 – 480 students, which will allow us to be at the break-even point. We expect enrollment to increase over the next few weeks as other CPS schools start.

The initial budget has been submitted to CPS. A revised budget will be submitted October 22 provided approval at the October 17 board meeting.

V. BOARD COMMITTEE REPORTS

Paul Embree Financial will come out to present the 403(b) plan to staff and answer any questions. PECS will pay all maintenance fees. For budget purposes, we anticipated about 90% of the staff will participate with an average contribution rate of 2% of their salary. At

this projection, the budgeted maintenance expense is approximately \$3,000, and the budgeted employer matching cost is approximately \$20,000.

Laner Muchin is attempting to get a refund from the IRS for money submitted for Social Security by teachers who also paid into CTPF. We have found that other charters are going through this process as well. Once a Private Letter Ruling (PLR) is issued, we can file amended returns to IRS for reimbursement. It will be a long road but worth it.

ACADEMIC EXCELLENCE

The department chairs will provide professional development training for all of the teachers on Common Core Standards.

Task: Mrs. Johnson – Williams will create the school improvement plan for board review and approval.

DEVELOPMENT

Mrs. Shelton presented a chart showing PECS' major funding opportunities. PECS submitted a letter of inquiry to the Crown Foundation however it was denied. We are currently trying to set up a meeting to determine the best way to approach the Foundation for future opportunity. We are currently pursuing a relationship with Citibank and a representative from Citibank will possibly observe at the next board meeting.

GOVERNANCE

Class II directors terms expiring are Marcia Doane, Denise Nash, Walter Matthews, and Sylvia Jones. Of the three expiring Class II directors, all except Sylvia Jones wish to continue to serve. A motion to re-elect Marcia Doane, Denise Nash, and Walter Matthews for a term beginning October 1, 2013 to September 13, 2016 was seconded and unanimously approved.

A motion was presented for Tim Dugan to chair the Finance committee. The motion was seconded and unanimously approved.

VI. ADJOURNMENT

NEXT BOARD MEETING: October 17, 2013, Water Street, 333 W Wacker Dr, Ste 2800, 4:30 p.m.