

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

At  
BOARD OF TRUSTEES MEETING  
6515 S. Ashland Avenue  
Chicago, IL 60636

Saturday, December 14, 2013  
9:00 a.m.

MINUTES

ATTENDANCE IN PERSON

Trustees

John Stoops  
Debora de Hoyos  
Marcia Doane  
Howard Isenberg  
Kelley Kalinich  
Gail Ward

VIA TELECONFERENCE

Paul Adams  
Tim Dugan  
Leslie Holling  
Denise Nash  
John Stevenson

OTHERS PRESENT IN PERSON

Staff

Tahanni Ragland, Staff Accountant, PECS  
Abraxas Thomas, Development Coordinator, PECS  
Erin Ellinger, PECS Teacher  
Emily Wilkins, PECS Teacher  
Eric Kelly, PECS Teacher

TRUSTEES ABSENT

Dick Burridge  
Bernard Lilly  
Walter Matthews  
Angela Johnson-Williams, Principal, PECS  
Shinwe Shelton, Director of Operations, PECS

## I. ROLL CALL/DETERMINATION OF QUORUM

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

## II. LONG-TERM STRATEGIC PLANNING

The mission statement of the Strategic Plan is as follows...

By instilling the values of respect, hard work, discipline and accountability, Providence Englewood Charter School provides its students with the skills to thrive in high-performance high schools, graduate from college and become successful, productive members of society.

Ms. de Hoyos commented that the mission statement should include a goal to instill a lifelong love of learning, and create people who are engaged in their work and in their communities.

Task: Ms. de Hoyos will reword the mission statement and present it to the Board for approval.

The question facing the Board is how does PECS best fulfill its mission? After 45 minutes of deliberation, the Board identified the following strategic priorities (in order):

1. Creation of a robust summer program (third semester) to engage students throughout the year and provide nutritious meals and a safe place for students to be during the summer months.
2. Focus on the eighth grade to high-school transition
  - a. Expand and further develop the new mentor program, to provide mentoring, guidance and support to PECS graduates. We will consider expanding the program to start in 7<sup>th</sup> grade.
  - b. Build expectations from the start that PECS students will attend high-performance high schools. Consider creating a parent enrichment session focused on selective enrollment high schools and the admissions process.
  - c. Explore ways to provide additional test prep and high school and scholarship application assistance.
  - d. Continue to provide scholarship assistance to deserving students.
3. Explore creation of the Pre-K program.

## III. FINANCE

The November 30, 2013 Balance Sheet showed Cash of \$1,088k, Short Term Investments of \$805k, and Total Assets of \$2,344k against Total Liabilities of \$498k.

Revenue was under budget by about \$65k, due in part to the vacancy in SPED and delayed payment from FSP. The increase in expense is due to mold removal and repairs. Cash increased \$333k due to timing of receipt of payments from CPS. We are largely on track



with budget and our expenses. Regarding the Audit, there were no material changes to the financials, but there were three compliance findings:

1. Illinois law requires that any new staff has acknowledged the Mandatory reporting requirement prior to employment. Previously, we allowed new employees one week from their first day of work (but before the start of school, when students were in the building) to complete all new hire forms, including the mandatory reporting acknowledgement. For the future, we will change our practice to having these forms due on the first day of work.
2. The school did not remit the full pension payment for the first payroll period in September 2012 to CTPF in a timely manner. Some employees were not set up properly in the payroll system, so manual checks were submitted to CTPF to cover their portions of the pension payments for that period when the discrepancy was identified, approximately two weeks later. The Auditor deemed that a late payment.
3. We were found to have not remitted the third quarter financial statements to the Administering Agency by the required due date. Financial Statements were actually submitted on time, however CPS requested changes to the format of the report. The Auditor determined that we did not meet the deadline because changes had to be made.

Task: Mrs. Shelton will provide documentation to explain these findings so that our responses are on record.

On motion duly made, seconded and unanimously passed the audit dated June 30, 2013 was approved.

#### IV. APPROVAL OF MINUTES

On motion duly made, seconded and unanimously passed, the minutes of October 17, 2013 were approved.

#### V. SCHOOL REPORT

Current enrollment is 470. Breaking the numbers down, there are 25 more than the start of the yr enrollment and 15 more than what was targeted. There are 218 in K-2, 147 in 3-5, and 105 in 6-8. For reporting of ISAT for this past spring, the scores were based on new cut scores. In comparison to what scores would look like if we did not have the new cut scores, we are consistent with where we were before with reading and math. Science has not changed.

Last school year was the last time that we used the Terra Nova assessment. We are now using MAP (NWEA) testing. The next assessment is in January. We will then be able to

compare the beginning of the year with those scores to assess progress for the first half of the year.

Parent involvement is down due to more parents working on Saturdays. We will survey parents to assess when would be the best times for attending enrichment sessions.

Faculty and Staff remains the same at 47.

Two major repairs occurred within the last two weeks. Because of those occurrences, we will require an air quality review of the building during the summer. The cost should not be significant.

Charter Renewal Update – The current charter is expiring at the end of this school year. The renewal application and all related materials were submitted by the September deadline. December 10 we attended a meeting at the Office of New Schools. Our financial health and academics were found to be exemplary. The conditions to renewing our charter included changes to our student handbook, lottery application, and bylaws.

Next steps are to document and detail in a formal letter that we have complied with the conditions of our last charter renewal, consider revising the Student Handbook and Lottery Application, and to pursue a full term renewal.

On motion duly made, seconded and unanimously passed, review of the Student Handbook and negotiation of the charter renewal was delegated to a subcommittee of the Board consisting of Mr. Stoops, Ms. Doane, Mr. Isenberg, and Ms. Johnson-Williams. The subcommittee will also consult with the Academic Excellence Committee in regards to the review of the Student Handbook.

#### VI. BOARD COMMITTEE REPORTS

DEVELOPMENT – This year's benefit is scheduled for Feb 28, 2014. This year's goal is \$200,000 including \$100,000 matching. By Monday, Board members need to get a list of the people you want to invite to Ms. Thomas. Give up to ten names to her by Monday so that they can get a Save the Date. Paper invitations will follow. Does anyone know of any corporations that want to sponsor the event? The price of the event is \$125 per person and \$250 per couple. Hopefully that will go directly to the school because we will have raised our goal already. Concerns were made about the capacity of the venue and whether or not we will exceed capacity. We want to have a safe event. This year we should be fine, but other venues will be considered for next year.

There will be a holiday lunch for the teachers at the school on Tuesday between 10:30 and 1. The Board is invited.



**ACADEMIC EXCELLENCE - Long term planning – We will be looking at classroom space for future growth, exploring options for a summer program, and researching Early Childhood grant information.**

**GOVERNANCE – The committee is working on a project to set up a regular board cycle for items for review. We will also try to sync the performance evaluation process with the school calendar.**

**Upon motion duly made, seconded and unanimously approved, the Board adopted the following resolution:**

**BE IT HEREBY RESOLVED, that the following modifications to the Handbook be and are hereby approved:**

- 1. The CPS Procedural Guidelines for Discipline of Students with Disabilities/Impairments shall be included in the Handbook.**
- 2. On page 4-8 of the Handbook, the last sentence of the last paragraph in the section entitled PARENT (SATURDAY) ENRICHMENT ATTENDANCE POLICY, which states that "Failure to attend these sessions will result in your child not being allowed to return to Providence Englewood next year." Shall be deleted.**
- 3. On page 4-12 of the Handbook, the last sentence in the paragraph entitled "Counseling Out," which states that "Official transcripts will be released if all fees are paid and books returned." Shall be deleted.**
- 4. On page 4-18 of the Handbook, the first sentence in the paragraph entitled "Promotion," shall be changed to read that "At the end of each academic year, each student's progress is evaluated and a determination is made concerning the student's progress at Providence Englewood Charter School."**

**FURTHER RESOLVED, that the modifications made to the Handbook hereunder shall be published in the Providence Englewood Charter School Student Handbook K-8 for the 2014/2015 school year and will be implemented at the beginning of the 2014-2015 school year.**

## **VII. ADJOURNMENT**

**NEXT BOARD MEETING: Thursday, February 20, 2014 @ Water Street, 333 W. Wacker Dr, Suite 2800 @ 4:00 p.m.**