

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

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

**Friday, June 19, 2015  
11:30 a.m.**

**MINUTES**

**ATTENDANCE IN PERSON**

**Trustees**

**John Stoops  
Marcia Doane  
Howard Isenberg  
Bernard Lilly  
Walter Matthews**

**VIA TELECONFERENCE**

**Matt Bergmann**

**OTHERS PRESENT IN PERSON**

**Staff**

**Angela Johnson-Williams, Principal, PECS  
Shinwe Shelton, Director of Operations, PECS  
Tahanni Ragland, Staff Accountant, PECS  
Sonji Jones-Cooks, Director of PECS Promise**

**TRUSTEES ABSENT**

**Paul Adams  
Dick Burridge  
Debora de Hoyas  
Tim Dugan  
Leslie Holling  
Kelley Kalinich  
Denise Nash  
John Stevenson**

**I. ROLL CALL/DETERMINATION OF QUORUM**

The meeting was called to order at 12:10 p.m. by Mr. Stoops, without a quorum.

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

**III. APPROVAL OF MINUTES**

Approval of the minutes of the April 18<sup>th</sup> meeting will be authorized by special written consent due to lack of a quorum.

**IV. INTRODUCTION OF SONJI JONES-COOKS, DIRECTOR OF PECS PROMISE**

In the last 30 days, Ms. Cooks has been introducing herself to parents, students, and the community in an effort to showcase the PECS brand. So far, Ms. Cooks has categorized high schools that our students have attended in the past into a 3 tier ranking according to College Readiness (per ACT scores). As it stands, about a third of PECS' students fall into each tier. In the last two years, fewer students are attending the lower tiered schools. Ms. Cooks has also met with PECS Alumni, some of whom participated in this year's field day. The group sat down with her to share their experiences here at PECS and concerns for their future. In summary, their main concern was money for college. They also shared a desire for more ACT readiness.

Pastor Matthews shared that in attending various recent high school commencements he noticed that in a lot of instances the parental support ends with high school graduation. The message that we have to get across to PECS parents is that this is not the end. They need to be supportive through college.

**V. SCHOOL REPORT**

8<sup>th</sup> grade updates - 63% of our graduates are attending charter schools in the fall. 31% will attend private schools and 6% public. Final GPAs have not been updated at this time and will be in the next board report.

Special services – There were 80 IEP or 504 plans. Of those 80, 29 were serviced in SPED as well as General ED. 6% of our population has IEPs. ELL has remained the same with 5 students.

Stephanie Coleman attended today's graduation. She was an aldermanic candidate for the 17<sup>th</sup> ward. Ms. Coleman wants to get involved with PECS. Ms. Coleman attended at the invitation of Mr. Isenberg.

**Task:** For Mrs. Ellinger to dig into how the growth scores are attained in relation to the attainment scores.

**2014-15 NWEA Results:** Ms. Johnson-Williams discussed results of the 2014-15 NWEA Assessment in detail. A written summary of her report will be distributed to Trustees.

## **VI. FINANCE/OPERATIONS**

**Balance Sheet:** As of May 31, 2015, the total cash and cash equivalents has increased due to revenue from the School and the Foundation. A/R balance is down due to student fee collections and revenue collections from SPED and NCLB. The A/P increase is due to the Accrued payable 403(b) employer match. Accrued payroll increase is due to 403(b), wages and vacation. The Deferred Revenue increase is due to Charter School Funding.

**Income statement:** Increase in charter school funding is due to enrollment. We received an unanticipated additional TIFF payment (\$15,185) with no restrictions. The decrease in contributions is due to lower than budgeted foundation revenue due to fundraiser cancellations. The increase in student fees can be attributed to student fee collections, events and merchandise. Personnel Costs increased because of Salaries; there were 59 employees in 2015 vs. 50 employees for the previous year. The increase in Direct Student Costs is due to the acquisition of additional materials to support increased enrollment and Project Excellence. Currently, there is a surplus of \$86k.

**Cash Flow:** As mentioned before, there is a surplus of \$86k. Budget variances are due to NCLB and TIFF funds.

Although CPS has informed us that we won't have a 2015-16 budget until later this summer, we are moving along with business as usual, assuming a per pupil allowance equal to last year's. If the per pupil rate is less than last year's, we have sufficient cash on hand to cover an operating shortfall, but the Board thought it would be imprudent and harmful to our School Improvement Plan to plan/staff for a funding reduction of unknown amount. Because of budget issues and Pension shortfalls, CPS has not released information even to CPS neighborhood schools.

**Compliance Chart:** Submitted 3<sup>rd</sup> Qtr financials, Dental, FIMS, Lottery, and ETL for NCLB Title 1.

## **VII. Building Expansion Feasibility Study Report**

IFF has provided recommendations on how to accommodate more students at the school. The diagram included illustrates how we can use current classrooms and

convert them into two classrooms. The next step would be to engage an architect to see what is feasible and what would be useful for us. This is an alternative to expanding the footprint of the actual building. We also met with modular design firms unfortunately the space in the north garden area is only large enough to add two classrooms. The earliest possibility for Pre-K would probably be the 2016-17 school year.

Task: Mrs. Shelton will follow up with Jessica at IFF to learn more about acquiring adjacent dilapidated properties at zero or low cost.

#### **VIII. BOARD COMMITTEE REPORTS**

- a. **PECS PROMISE** – Report given with the introduction of Ms. Jones-Cooks.
- b. **DEVELOPMENT** – Plans are under way for the 10<sup>th</sup> Anniversary Benefit. Kenilworth Volunteers from past events have agreed to help again. Location and date are TBD. There were two promising candidates for the Development Manager position. One had hesitation about taking a position in the Englewood community. The other is set to reschedule a second interview with Ms. Holling. Efforts to form a partnership with the Botanic Gardens are ongoing. Please share any thoughts or ideas regarding the Development Summary. This document will likely be used as a Development Guide indefinitely.
- c. **FINANCE** – Health insurance premiums have decreased over \$10,000. Dental went up only \$100. Mutual of Omaha stayed the same. We are still waiting on a quote for the workers comp piece.
- d. **ACADEMIC EXCELLENCE** – No report at this time.
- e. **GOVERNANCE** – Three trustees are approaching their term limits this fall and seven directors will approach their term limit next year. We want to encourage trustees to continue to come to meetings. Matthew Bergmann volunteered to become the Secretary and has joined the Governance committee. The Committee asks for suggestions about potential board members. Gail Ward has resigned from PECS Board due to an assignment on the CPS school board. The Committee is in the process of putting together a list of qualifications for potential board members. Due to lack of a quorum, we want to note that a resolution needs to be passed to thank Mrs. Ward for her service and also to thank Mr. Reilly and Mr. Settoon for their service as Board Fellows.

The renewal of our trademark is quickly approaching. Providence Englewood Charter and PECS are registered trademarks of PSM. Mayer Brown is representing St. Mel in this issue and Mr. Bergmann and Winston Strawn are representing PECS. Although we

**don't hold the trademark, we could possibly operate under "continued use" of the trademark. Information will be forthcoming as it is received.**

**VIII. ADJOURNMENT**

**The meeting was adjourned at 2:00 p.m.**

**NEXT MEETING: Thursday, August 27, 2015 @ 4:00 p.m., 333 W. Wacker, Suite 2800**