

Providence Englewood Charter School  
BOARD OF TRUSTEES MEETING  
Held via Zoom  
Saturday, October 24, 2020  
9:00 a.m.

MINUTES

**ATTENDANCE IN PERSON**

**Trustees**

Ellen Kollar  
Peg Cain  
Caroline Degenaaars  
Tim Dugan  
Rona Fourte  
Howard Isenberg  
Yolanda Lester  
Joan Maliband  
James Reilly  
John Stevenson  
Latasha Thomas  
Arlen Wiley  
Jason Zenner

**TRUSTEES ABSENT**

Matt Bergmann  
Cheryl Crockett  
Kelley Kalinich  
Bernard Lilly  
Walter Matthews

**TELECONFERENCE**

**OTHERS PRESENT IN PERSON**

**Staff**

Angela Johnson-Williams, Principal, PECS  
Shinwe Shelton, Deputy Director of Operations, PECS  
Tahanni Ragland, Business Manager, PECS  
Jessica Lewis, PECS Promise, PECS  
Dr. Antoine Jones, Recruiter, PECS

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

The meeting was called to order at 9:05 a.m. by Mrs. Kollar.

## **II. Opening Comments and Approval of Prior Meeting Minutes**

On motion duly made (Isenberg), seconded (Reilly), and unanimously passed, the minutes of September 10, 2020 are approved pending the addition of Mrs. Lester to the attendance.

## **III. ACADEMICS**

Personnel – Highlighted changes include the newly hired PE teacher. A SPED teacher was hired. She decided not to take the position because of personal reasons, which still leaves a vacancy in SPED. 100% of PECS' teachers hold licensure.

The SQRP score has not been updated. CPS has reported inability to score for last year and this current year due to remote learning and testing challenges. SQRP will continue to carry the last ranking on file for schools for this reason.

There are 66 SPED students, which equals 13% of our total population. 49 of those are students with IEPs and 17 have 504 plans. ELL makes up 6% of the total population.

Remote Learning Plan - Overall, 83% of classrooms are meeting the metric in Reading, with only 6 of 19 classrooms reporting. In Math, only 60% are meeting the metric, with 5 of 19 classrooms reporting. The low number of classrooms reporting is because of the timing of assessments. Regarding the Culture Metric, 85% of students are on green. For the week of 10/19/20, 98% of students are on green with 91% attendance. Mrs. Johnson-Williams will be meeting with Ms. Mosley and Mrs. Tillman to find out the root cause of students not in attendance.

This is Mrs. Johnson-Williams' last year in the Accelerate Institute program. Based on the last 30 day assessment, she is performing well and meeting the goals of her Strategic Plan. Once the program is complete, there is still open communication between and feedback from the Accelerate mentors.

Parent teacher conferences for Q1 resulted in 81% of parents showing up for scheduled meetings. Percentage may be higher due to parents who met with teachers after their scheduled conference date.

There was 1 discipline incident in Q1 regarding a 3<sup>rd</sup> grader who invited others to class via the zoom link and using inappropriate language. She was suspended from messaging via Zoom and Google Classroom and has since resumed privileges.

Enrollment is at 455 total students. 90% of the population has shown up daily to Zoom classes. Regarding the other 40 or so students that had enrolled at the beginning of the year but had not showed up, a lot of those students transferred or chose to stay at their previous school since we are learning remotely. Technology issues should not be the problem with students not showing up to zoom sessions. We have made the connections regarding technical issues and troubled devices.

Regarding a return to in-person instruction, we have come up with 4 Criteria that must be met: Health Data, Staffing, Quarantine Restrictions and Safety Protocols. At present, PECS is meeting 25% of those criteria. Mr. Zenner has offered assistance with return to instruction efforts.

**IV. ACADEMIC EXCELLENCE**

No report at this time. Denise Nash is in communications as an advisor for the Pre-K program.

**V. OPERATIONS/FINANCE**

Our new auditing firm, ORBA, is not ready at this time with our audit draft. The draft will be available on Wednesday of next week and is due to CPS on November 1<sup>st</sup>. The Finance committee will have to review them instead of the entire board before submitting to CPS. Reasons for delay are that we are a new client and they are working remotely.

On motion duly made (Cain), seconded (Thomas), and unanimously passed, the board delegated the Finance committee to approve the Audit Draft upon completion. The Finance committee will convene Wednesday afternoon or Thursday morning. Board members are welcome to join the call if they would like to also review the audit.

On the Balance Sheet, Net Assets are \$224K more than 2019, and the monthly cash flow is steady. If enrollment from Q1 to Q2 stays the same, we should not need a cash infusion from the foundation. The biggest variable will be the second enrollment count and the income tied to that number from CPS.

The budget has been revised to show income for current enrollment of 455. Originally, the projected budget was significantly different. The original budgeted number was 475. Overall, with a \$200K plug from the foundation, we are at a deficit of \$95K. However, CPS has provided additional PPE funding of about \$121K. In the event that enrollment declines, the lowest that CPS would pay us is based on 421 students, which is our 2<sup>nd</sup> 20<sup>th</sup> day enrollment count from last year.

On motion duly made (Mrs. Fourte), seconded (Ms. Thomas), and unanimously passed, the FY 2020-21 Revised Budget is approved as written and presented in the Board Packet.

PECS is a polling place! November 2<sup>nd</sup> and 3<sup>rd</sup>, PECS will be open to the community for elections. CPS will provide security and will be able to compensate our custodians. Officer Outlaw will also be available.

**VI. DEVELOPMENT**

Mr. Zenner is working on a recruitment video revamp. Mr. Zenner is also working on a fundraising video/Tik Tok. The goal is to make it fresh and fun. He will have updates on progress in the next week or so.

**VII. RECRUITMENT**

Mr. Wiley and Dr. Jones have been working on a framework with goals to achieve next year's enrollment of 500 students. Dr. Jones made calls to partners in the community resulting in about 15 daycares that have projected approximately 60 Kindergarteners already for the upcoming year. With these numbers we may need to open enrollment early to accommodate and lock those families in.

**VIII. PECS PROMISE**

Initially there were challenges with connecting mentors and mentees. Technology platform was a concern in the beginning, but things are rolling along nicely. Ms. Lewis has moved forward with setting up a Test Prep course. Mr. Reilly and Ms. Lewis are working with Holly Wallace of the PECS Promise committee for a successful program. Dean Sullivan is the selected instructor for Test Prep due to our familiarity with the program.

**IX. Board Committee Reports**

a. Governance – Mrs. Fourte gave the report. In regard to Professional development training, we have shared an email from Natalia Blanco from INCS. Training modules have to be completed by December 31<sup>st</sup>. Welcome to the three new board members. Meetings will be set up individually with each to get them acclimated. We must also begin to vet a parent for the board so that we can get an approval at the next board meeting in December. As the Board completes the modules, please send confirmation or certifications to Mrs. Shelton. Please send updated contact information to her as well. New Board members have a year from induction to the Board to complete the required 4 hours training.

**X. ADJOURNMENT**

**On motion duly made (Isenberg), seconded (Zenner) and unanimously passed, the meeting of the Board is adjourned at 10:28 a.m.**

**NEXT MEETING: Thursday, December 10, 2020 via Zoom (4:00 p.m.)**