

Providence Englewood Charter School
BOARD OF TRUSTEES MEETING
Held via Zoom
Thursday, September 10, 2020
4:00p.m.

MINUTES

ATTENDANCE IN PERSON

Trustees

Ellen Kollar
Matt Bergmann
Peg Cain
Cheryl Crockett
Caroline Degenars
Tim Dugan
Rona Fourte
Leslie Holling
Howard Isenberg
Kelley Kalinich
Joan Maliband
James Reilly
John Stevenson
John Stoops
Latasha Thomas
Arlen Wiley
Jason Zenner

TRUSTEES ABSENT

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 4:04 p.m. by Mrs. Kollar.

II. Opening Comments and Approval of Prior Meeting Minutes

A correction should be made to the misspelling of Mrs. Fourte's name in the Governance section of the prior meeting's minutes. Subject to that change, on motion duly made (Dr. Kalinich), seconded (Mr. Isenberg), the Board unanimously approved the minutes from the June 4, 2020 Board Meeting.

III. GOVERNANCE

a. Election of new Directors to the Board: Cheryl Crockett, Yolanda Lester, and Joan Maliband
Mr. Bergmann discussed with the Board the three candidates that the Governance Committee proposed for addition to the Board. He noted that background information was included in the Board Packet and that the Governance Committee, together with Ms. Kollar, met separately with each candidate and recommend that they be elected to the Board as Class I Directors. Following discussion, and on motion duly made (Mr. Bergmann), seconded (Mr. Isenberg), the Board unanimously, and enthusiastically, approved the election of each of Cheryl Crockett, Yolanda Lester and Joan Maliband to serve as Class I Directors, for the duration of the Class I term, at which time it is the expectation that each will be reelected to fill a subsequent full 3-year term.

b. Re-election of Class III Directors

Mr. Bergmann noted that several Board members had reached their maximum nine consecutive years of service on the Board and so will need to step off the Board for what is expected to be a one-year period before rejoining. Warm thanks were extended to each of these Board members: Ms. Holling, Dr. Kalinich, Mr. Stephenson and Mr. Stoops for their many years of engaged, passionate and thoughtful leadership on the Board. They were each thanked as well for the continuing involvement with PECS, through various Board committees and otherwise.

Mr. Bergmann then discussed the fact that Ms. Cain, Mr. Wiley and Mr. Isenberg are each up for re-election to the Board as Class III Board members for a three-year term ending in 2023. On motion duly made (Mr. Bergmann), seconded (Mr. Isenberg), the Board unanimously reelected to the Board Ms. Cain, Mr. Wiley and Mr. Isenberg as Class III Directors for a three year term.

c. Changes to Committee Assignments /Committee Chairs

Mr. Bergmann noted that due to the fact that Dr. Kalinich and Mr. Stoops have each reached their term limits on the Board, their roles as Committees Chairs must be reassigned. As a result, Mr. Bergmann notified the Board that Ms. Cain will take on the role of Academic Excellence Chair and Mr. Dugan will take on the role of Finance Committee Chair.

d. Board Training

Finally, Mr. Bergmann reminded all Directors of the requirement to complete four required hours of training by the end of 2020 (the new Board members have until a year from their appointment to complete this requirement). Ms. Shelton separately will provide the Board with information regarding ways to complete the training.

IV. ACADEMICS

Mrs. Johnson-Williams gave the highlights of the academic report, including Faculty and Staff updates.

With regard to PECS's 8th grade students, Mrs. Johnson-Williams noted that this year PECS will be sponsoring test prep sessions to prepare students for the selective enrollment exams, some 7th grade students may be included as well. The cost of these sessions has been generously provided by the PECS Foundation

Mrs. Johnson-Williams then took the Board through the details of PECS's remote learning plan. She noted that the plan includes both asynchronous and synchronous learning and, based on learnings from last school year, utilizes more uniform learning tools (Google Classroom, ScootPad and SLANT for Reading, and both Zearn and ScootPad for Math). PECS successfully distributed to all students who expressed a need, PECS Chromebooks or CPS issued Chromebooks. Mrs. Johnson-Williams noted that although the academic environment has changed significantly, the targets for student academic achievement remain the same as last year.

As of September 8, there were 493 students enrolled in our system; however, of those 493, only 443 have been in attendance for remote classes to date. PECS Staff are reaching out to the remaining students to determine their enrollment status/the reason for their absence. Twentieth day enrollment will be settled by CPS on October 15th and will determine the funding that PECS will receive for per capita tuition.

V. ACADEMIC EXCELLENCE COMMITTEE REPORT

Dr. Kalinich gave to the Board the Academic Excellence Committee report. She noted, in particular, progress regarding the Pre-K program: Since the last meeting, the Pre-K project team identified the curriculum as well as the assessment tools that will be used for the Pre-K program. CPS has a standard that they would like all programs to use that allows autonomy to integrate PECS's curriculum. The funding target is \$300K to launch the Pre-K program; this will be a one-time effort to start the program. The project team is in the beginning stages of submitting grant applications for funding and is thrilled to report that \$60,000 has been raised to date. Initially, the goal had been to open in January of 2021, but reality dictates differently, and so the Pre-K program will begin recruiting in February for a fall 2021 opening.

VI. RECRUITMENT

Mr. Wiley and Dr. Jones provided the Board with an update regarding student recruitment. They noted that enrollment is up nearly 15% from the previous year, with the aim still being to reach 500 students. Some actions that were taken which were highlighted include: word of mouth through the Parent Ambassadors; tracking and measuring recruitment status; active engagement to move students through the application process; and virtual town hall sessions. Mr. Wiley noted that recruitment will be an active, all-year mindset for PECS's staff and board. The Board discussed progress and additional marketing and branding strategies, including

outreach to local corporations to identify potential students and development of a recruitment video and other recruitment materials.

VII. FINANCIAL/OPERATIONS

Mrs. Shelton reviewed in detail the Financial Report with the Board, noting the SY 2019-2020 year-end actual results, on their own and compared to the budget. She noted that SY 2019-2020 ended above projections, with a \$65K surplus.

Mrs. Shelton then reviewed with the Board the FY 2021 Budget. The Budget was prepared based on an enrollment of 475 students, so Mrs. Shelton noted the effects of different enrollment levels. For example, if actual enrollment is 444 instead of 475, the Budget would include a \$180K deficit. The CPS 20th day enrollment count is October 15th, the second count for Semester 2 is February 22nd.

After discussion, on motion duly made (Mrs. Fourte), seconded (Ms. Thomas), the Board unanimously approved the FY 2020-21 Budget as presented in the Board Packet.

Mrs. Shelton reviewed operation and building issues. She noted that PECS was not included in CPS's Capital budget again this year – noting the roof and tuck-pointing repairs which have been discussed with the Board in the past. She will continue to raise these issues with CPS. Mrs. Shelton also noted that nine HVAC units must be replaced, which she has scheduled.

Mrs. Shelton reported that PECS is currently in compliance with CPS requirements, showing 100% on-time; SY 2019-2020 was also 100% on-time.

Mr. Stoops provided an update on the audit process for the SY 2019-2020 financials. He reminded the Board that PECS has moved to a new auditor, ORBA. Mrs. Shelton has been engaged with them for the past two weeks to provide materials and answer questions and formal audit fieldwork is scheduled to begin on September 14. This year's audit will be conducted virtually in light of COVID.

VIII. Board Committee Reports

- a. PECS Promise – Ms. Lewis provided an update regarding the PECS Promise Program, and noted that she is working to revamp the mentor program to make it virtual to coincide with the upcoming remote first semester (and potentially full school year). Mr. Reilly reiterated Mrs. Johnson-Williams' enthusiasm that the PECS Foundation has granted funds to support selective enrollment test prep for PECS's 7-8th grade students. He also noted that Holly Wallace, a member of the PECS Promise Committee and long-time PECS volunteer, will co-lead this effort alongside Ms. Lewis. Mrs. Wallace also is willing to lead tutoring for students interested in taking the Catholic and Private school enrollment exams.
- b. Development – Mr. Zenner reported to the Board with regard to development activities. He reported that in SY 2019-2020, PECS received roughly \$200K in giving. In light of COVID, Mr. Zenner noted that the Development Committee is planning virtual activities, and will not host an annual in-person event.

IX. ADJOURNMENT

On motion duly made (Mrs. Fourte), seconded (Dr. Kalinich) and unanimously passed, the meeting of the Board is adjourned at 5:52p.m.

NEXT MEETING: Saturday, October 24, 2020 via Zoom (9:00-11:00 a.m.)