

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

MINUTES

ATTENDANCE VIA ZOOM

Directors

Ellen Kollar, Chair
Matt Bergmann
Peg Cain
Caroline Degenaaars
Tim Dugan
Rona Fourte
Howard Isenberg
Yolanda Lester
Bernard Lilly
Joan Maliband
Walter Matthews
James Reilly
Latasha Thomas
Arlen Wiley
Jason Zenner

DIRECTORS ABSENT

Cheryl Crockett

OTHERS PRESENT VIA ZOOM

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
Cynthia Helle, Chair, PECS Foundation
John Stoops, Finance Committee Member
Dr. Kelley Kalinich, Academic Excellence Committee Member
John Stevenson, Finance Committee and Recruitment Committee Member

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 4:05 p.m. by Mrs. Kollar.

II. Opening Comments and Approval of Prior Meeting Minutes

The Board reviewed the minutes from the previous meeting. On motion duly made (Cain) and seconded (Dugan), the Board unanimously approved the minutes of October 24, 2020 meeting.

III. ACADEMICS

a. School Report – Mrs. Johnson-Williams reviewed with the Board the school report that was distributed in advance of the meeting. She discussed progress against the School Improvement Plan Goals, noting that 95% of classrooms were meeting the reading metric and 78% of classrooms were meeting the math metric in November. Mrs. Johnson-Williams attributed the increases in both areas and to targeted interventions which were implemented by teachers. She noted that for the first quarter, the Culture metric was 98%; the Business Metric was 89%; and parent participation in Q2 conferences was 77%. Mrs. Johnson-Williams also noted that current enrollment is 453 and that all Charter Agreement conditions are being met.

b. COVID Plans – Mrs. Johnson-Williams then reviewed with the Board PECS's plans with respect to COVID. She discussed the results of surveys that were completed by parents and staff, noting that a majority of both PECS faculty and parents have a preference to continue with remote schooling rather than in-person. With this data in mind, Mrs. Johnson-Williams recommended that PECS remain fully remote through Q3 with reconsideration of the model for Q4. Following discussion, the Board expressed its support for Mrs. Johnson-Williams' recommendation, as well as her authority to make this decision.

c. Academic Excellence Committee – Ms. Cain reviewed with the Board the activities of the Academic Excellence Committee. She noted the Committee's recommendation that PECS create an Emergency Succession Plan to be used in the event of a sudden vacancy at the PECS's Principal position and further noted that creating such a plan falls under guidance of the Governance committee.

Ms. Cain also discussed with the Board the review that the Committee conducted of the Job Description for the Principal, and noted minor changes that the Committee recommended (which we distributed to the Board in advance of the meeting). Following discussion, on motion duly made (Thomas) and seconded (Fourte), the Board unanimously approved the changes to the Principal Job Description.

- d. Pre-K Updates –Dr. Kucinich reviewed for the Board the status of the Pre-K Project. She noted, in particular, that significant donations have been received, putting us halfway to our goal for first year pre-K funding.

Dr. Kucinich walked the Board through the various government funding sources for PECS proposed Pre-K program, noting that unfortunately, PECS would not be eligible for per pupil reimbursement for our Pre-K program via the customary CPS payments. In fact, since the primary government funding source for Pre-K programs started a new 5 year cycle last year, our program is not eligible for those funds either. Since the goal is to have the Pre-K program funded through donations for the first year and then via government funding thereafter, Dr. Kucinich and her project team are researching funding opportunities. She will continue to update the Board.

IV. OPERATIONS/FINANCE

- a. Mrs. Shelton provided the Board with a review of PECS Annual Audit. For the Financial Year 2020, PECS had a clean audit with no material findings. She then reviewed in detail the Financial Report, noting year-to-date actual results, on their own and compared to the budget, presenting Cash Flow Assumptions reflecting on varying second semester enrollment assumptions.
- b. Facilities/Operations. Mrs. Shelton discussed COVID-related impacts for facilities and operations. She noted that she is working closely with INCS which has provided a reopening checklist for guidance.
- c. Compliance – Mrs. Shelton noted that PECS is currently 98% with respect to on time reporting to CPS and that she is working with CPS ensure 100% compliance is appropriately noted.
- d. Finance Committee – Mr. Dugan reported that all is well in hand with the Finance Committee.

V. DEVELOPMENT

Mr. Zenner updated the Board with respect to the Development Committee and its fundraising activities. He noted in particular that Holiday Appeal Letters were sent out at the end of last week and emails went out on Monday, which included a short promotional video. In an effort to expand our donor base, Mr. Zenner encouraged all Board members to forward the email and video to new potential donors.

VI. PECS PROMISE

Ms. Lewis and Dr. Jones updated the Board with respect to PECS Promise. They noted that they have been contacting parents to keep them abreast of what is happening in the GoCPS high school application process and reported that, to date, 22 of 25 of PECS's 8th grade students have completed their GoCPS process, with the deadline still a few weeks away. They also reported that the Selective Enrollment Test Prep sessions that the PECS Foundation is funding for several 7th and 8th graders has gotten off to a good

start and will continue through January. Finally, Ms. Lewis provided an update regarding the outreach she has been doing with regard to PECS alums, including high school seniors to get information on college plans for the fall.

VII. RECRUITMENT COMMITTEE

Mr. Wiley reported to the Board with respect to PECS's Recruitment activities. He noted that, starting in January, PECS will ramp up our push for next year's recruitment. Dr. Jones and Ms. Lewis are continuing to reach out to day cares and a recruitment video is in the works.

VIII. GOVERNANCE COMMITTEE

Mr. Bergmann discussed with the Board various governance matters.

In particular, he made a formal proposal to the Board for the appointment of Luis Velazquez, a PECS Parent, to the Board. Mr. Velazquez is a parent to three daughters that have all attended PECS; one is a PECS' Alum and the other two are current in 7th grade and 2nd grade. He and his family have been passionate supporters of PECS. Information regarding Mr. Velazquez had been distributed to the Board in advance of the meeting.

Following discussion, on motion duly made (Bergmann) and seconded (Thomas), the Board unanimously appointed Mr. Luis Velazquez to the Board.

Mr. Bergmann also reminded all Board members who have yet to complete the Board training mandated by Illinois laws must do so by December 31st.

IX. OTHER BUSINESS

Ms. Kollar briefed the Board on the successful food give-away that PECS hosted before Thanksgiving. This event was generously supported by Top Box Foods and Hill Rom, Inc. PECS publicized it to our PECS families as well as to the surrounding community, giving away 250 food boxes and turkeys. Alderman Stephanie Coleman and her staff participated in the event as well.

X. RECOGNITION OF PECS FACULTY AND STAFF

Following discussions that occurred throughout the meeting, the Board paused to reflect on and recognize the impressive resilience, creativity and passion of the PECS faculty and staff during these trying times. Upon motion duly made (Isenberg) and seconded (Dugan), the Board unanimously RESOLVED, to express the Board's deep appreciation to the PECS's faculty and staff for their superlative resilience, creativity, passion, and hard work in the face of the exceptional challenges posed by COVID in order to continue our PECS mission to provide a high-quality education to our students.

XI. ADJOURNMENT

On motion duly made (Degenars), seconded (Thomas) and unanimously passed, the meeting of the Board is adjourned at 5:57 p.m.

NEXT MEETING: Saturday, February 20, 2021, via Zoom (4:00 p.m.)