

Providence Englewood Charter School
BOARD OF DIRECTORS MEETING
Held via Zoom
Thursday, December 9, 2021
4:00 p.m.

MINUTES

ATTENDANCE IN PERSON/TELECONFERENCE

Directors

Ellen Kollar
Matt Bergmann
Peg Cain
Caroline Degenaaars
Rona Fourte
Howard Isenberg
Yolanda Lester
Bernard Lilly
Joan Malliband
James Reilly
John Stevenson
John Stoops
Latasha Thomas
Luis Velazquez
Arlen Wiley

DIRECTORS ABSENT

Cheryl Crockett
Tim Dugan
Jason Zenner

OTHERS PRESENT IN PERSON

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
Erika Seluki, University of Chicago Board Fellow
Khris Dai, University of Chicago Board Fellow

I. ROLL CALL/DETERMINATION OF QUORUM

The meeting was called to order at 4:08 p.m. by Mrs. Kollar.

II. Public Participation Period

No requests have been made for public participation in today's meeting.

III. Opening Comments and Approval of Prior Meeting Minutes

On motion duly made (Stevenson), seconded (Thomas), and unanimously passed, the Board approved the minutes of October 23, 2021.

IV. ACADEMICS

a. Academic Report

Mrs. Johnson-Williams reviewed the school report with the Board. She noted, in particular, the hiring of a new Office Manager who will replace Mrs. Tillman when she retires at the end of the December. Mrs. Johnson-Williams also noted that student ELA achievement improved considerably in November due to small group instruction and the work of the reading consultant. The math achievement dipped slightly for the month of November; to combat this, instructional coaches will work with classrooms more often for small group math instruction.

Mrs. Johnson-Williams noted that PECS is aware of nine total COVID cases from the beginning of the school year to present.

b. Pre-K Updates and Academic Excellence

Mrs. Johnson-Williams reviewed with the Board the status of the newly launched Pre-K program. Among other things, she noted that Pre-K currently had 14 students.

V. OPERATIONS/FINANCE

a. Mrs. Shelton discussed with the Board PECS's Annual Audit and reviewed the Executive Financial Summary. She then reviewed in detail the Financial Report, noting year-to-date actual results, on their own and compared to the budget. She reminded the Board that the IFF Loan matures September of 2022.

b. Facility and Operations – Ms. Shelton reviewed the ongoing issues with the HVAC system and discussed communications she has been having with the Facilities contact at CPS about our roofing issues. PECS has yet to be added to the CPS Capital

Improvement Plan. The Board discussed a range of possible steps to take to elevate the PECS facilities issues within CPS so that actions can be taken to fix the issues.

- c. Compliance – Mrs. Shelton noted that PECS is 100% on time with its reporting. She also noted that she is circulating to the Board new Conflict of Interest Statements to be completed and returned to her.

VI. Long-Term Planning Committee Report

Mr. Stevenson provided the Board with an updated of the activities of the Long-Term Planning Committee. He noted that the University of Chicago Booth Fellows will take on the project of developing a marketing strategy to drive PECS enrollment moving forward. The work of this committee will align well with some additional work on PECS's marketing and communications that will take place with the help of a new volunteer introduced to PECS by Mr. Isenberg. The Board discussed marketing opportunities, recommending in particular that PECS capitalize on current major achievements: Mrs. Johnson-Williams winning the INCS Principal of the Year award and the start of our Pre-K program.

VII. RECRUITMENT

Mr. Wiley provided the Board with a report on the activities of the Recruitment Committee. He noted that the winners for the PECS Referral Program have been funded and expressed hope that it inspires ongoing referrals. Student enrollment is down 9% from last year at the same time which presents a significant challenge. In addition, COVID still has an effect on PECS's recruitment efforts, but Mr. Wiley noted that the team is continuing its focused work.

VIII. DEVELOPMENT

Mrs. Degenars provided the Board with a report on the activities of the Development Committee. She noted the great success of the Pre-K fundraising, with \$241,178 raised to date; it was noted that while PECS pursues public funding for the Pre-K program, it is likely that some private funding for that program will be required as well. With regard to PECS's general fundraising, Mrs. Degenars noted that the General Appeal letter has been mailed via email and regular mail and asked all Board members to please forward the general fundraising letter to their contacts to solicit year end gifts. Unfortunately, PECS will not be able to host an in-person event for the second year in a row and the committee is considering the best ways to fundraise in light of that. Mrs. Degenars also noted that she has been working with Ms. Lewis to increase our social media presence.

IX. PECS PROMISE

Ms. Lewis provided the Board with a report on the activities of the PECS Promise Committee. She noted that a PECS alumni event is planned for Accelerate Racetrack in January of 2022. The Mentor program has not been very strong this year, with timing and a lack of enthusiasm being the major issues – students have not returned parental consent forms in a timely manner, which

slowed the matching of mentors to students. The PECS Promise Committee will consider ways to address this going forward.

X. GOVERNANCE COMMITTEE

Mr. Bergmann provided the Board with a report on the activities of the Governance Committee. He requested that any Directors who have not completed Board training, please reach out to Mr. Bergmann or Mrs. Shelton. Training must be complete before the end of the year.

XI. Executive Session

The Board convened an Executive Session to discuss annual performance and pay-related matters for PECS's senior leadership.

XII. ADJOURNMENT

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

NEXT MEETING: Saturday, February 26, 2022, in person at PECS and via Zoom (9:00 – 11:00 a.m.)