

BOARD OF DIRECTORS MEETING MINUTES

September 18, 2017

6:00 p.m.

Christopher House

James & Jean Stewart Campus

5235 W. Belden Avenue

Chicago, IL 60639

Board Attendees Present: Rolando Acosta, Ronit Barrett, Dee Dee Chesley, Steve Raquet, Nicole Toalson, Lizzy Whitehorn, Tom Woodrow

By Phone: Rob Buono, Jordan Hadelman, Dan Lynch, Tom O'Neill, Rick Smirl, Greg Spitzer

Board Members Absent: *Jenny Perez, Adnan Assad, Anthony Chimino, JoAnne Cicchelli, Jeff Kemerley, James Morgan, Nana Owusu, George Reimnitz, Dave Rodin, Barbara Stewart and Kimberly White*

Guests Present: Frank Hsu, Stuart Reed, Homero Tristan

Christopher House Staff Present: Lori Baas, Julie Dakers, Kristen Novy, Karen Ross-Williams, Gloria Kuechenberg, Penne Silverman, Traci Stanley(via phone), Christina Pfeffer

Minutes Recorder: Julie Dakers, Penne Silverman

Proceedings

- Meeting called to order at 6:05 p.m. by Dee Dee Chesley

Minutes and Consent Agenda, presented by Lori Baas and Julie Dakers

Motion was made by Tom O'Neill, seconded by Ronit Barrett, and carried unanimously to approve the May 15, 2017 Board of Directors meeting minutes.

Motion was made by Jordan Hadelman, seconded by Steve Raquet, and carried unanimously to approve the following items on the consent agenda:

- Christopher House Risk Management Manual 2017-2018
 - Christopher House Head Start/Early Head Start Board of Directors and Policy Council Timeline/Training Calendar 2017/2018
- Head Start & Early Head Start budgets previously approved by Finance Committee
- Cost of Living Adjustment (COLA) Applications for the FY17 Head Start, FY18 Early Head Start, FY18 Early Head Start-Child Care Partnership
 - FY18 Head Start Continuation Grant Application and Budget (12.1.17 – 11.30.18)
 - FY17 Head Start Budget Revision with Released Funds (12.1.16 – 11.30.17)

CEO Report, presented by Lori Baas

Lori thanked board members that participated in the open meetings act traning. Annually the Executive Committee must review the times when the board of directors meetings went into closed

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Approved by the Board of Directors 11/20/2017

session. The Executive Committee's reviewed the two times in FY17 the BOD went into closed sessions and found both to be in compliance with open meetings act regulations.

Motion was made by Ronit Barrett, seconded by Tom O'Neill and carried unanimously to approve the following list of members for re-election to the Christopher House Board of Directors for a three year term.

- Greg Spitzer
- Anthony Chimino
- Dee Dee Chesly
- Dan Lynch
- Rick Smirl

Tom O'Neill announced that Jim Morgan will not be continuing as a board member due to his recent move out of Chicago. Tom thanked Jim for all the years of service and support to Christopher House.

Lori reported on results of FY17 CEO Performance Goals noting that all goals were met except starting construction on the middle school and the succession plan. Both goals are being rolled in to FY18 performance goals. Lori presented the FY18 CEO Performance Goals.

Education Council Report, *presented by Kristen Novy, Karen Ross-Williams, and Gloria Kuechenberg*

- Krissy reported on Christopher House Elementary School SQRP scores which put us in the Top 1% of Chicago Public Schools.
- CH scored "very strong" in three essential components of organization and climate related to improving schools.
- On average 4th grade students scores increased since 2015 and are above national norms as of spring 2017.
- On Average 3rd grade scores increased year-over-year and are above the national norm in reading and math as of spring 2017.
- Krissy reviewed the 3rd and 4th grade student growth results.
- The emergent and personalized learning program was shared with the board.
- Karen reviewed how we measure student achievement for the Infant, Toddler and Preschool.
- 73% of transitioning students met the kindergarten target across literacy, math, and social/emotional domains by spring 2017. This is an increase from 43% in 2016.
- On average 70% of CH preschool children met growth targets compared to 40% of benchmark partners.
- Karen shared the kindergarten ready tool and compared it to GOLD, STEP and KIDS tools. Noting that in all but two areas, CH has higher standards than the other three.
- Christopher House's CLASS score of 3.68 is higher than the national mean of 2.99 and improved from CH's score of 2.83 in the spring of 2016.

- Uptown location accreditation had a score of 100% in seven categories and scored 93% two categories and 96% in one.
- Gloria reported on the Parent feedback we received. Noting that approximately 300 parents participated in the focus groups.
- She shared the strengths and opportunities from the feedback.

Finance Committee Report, presented by Jordan Hadelman

- Christopher ended the year with \$900k of excess revenue before depreciation.
- This excess is due to controlling costs during budget crisis.
- At the November board meeting, the Finance Committee will report on the salary survey and provide an update on the audit.

Progress on the Development of the Middle School, presented by Lori Baas

- Lori reported that the campaign has raised \$2.4 million of the \$6.5 million goal. Highlighting wins and reporting board participation at 77%.
- The plan includes naming levels, which were shared with the board.
- A list of prospects was shared with the Board and request was made to share any contacts with Penne and Lori.

External Affairs Committee Report, presented by Lori Baas, Dee Dee Chesley, and Penne Silverman

- Christopher House met the FY17 budget. Penne shared FY17 successes and challenges
- Request was made for the External Affairs Team to develop a “brag sheet” to be used by board members.
- The FY18 initiatives and challenges were shared with the Board.
- Christopher House is on target to meet goals as of the end of August except for the loss of the United Way funding which the team is developing a plan to replace.
- The teams wins, cultivation activity and challenges were shared with the board along with plans to address each.
- The new leadership investment levels were shared with the Board.
- Christina shared the FY18 communication wins.
- 27th Annual Benefit will be on April 28, 2018 at the Four Seasons. The External Affairs Committee is working on chairs, committee and honorees and will report at the next meeting.
- The cultivation calendar was shared.

Thought Leadership, presented by Lizzy Whitehorn

- Presented the messaging framework hierarchy delivered by MSI as the result of their internal and external audit.
- Next steps were reviewed:
 - A three month retainer with MSI to proactively pitch media and focus on building credibility and awareness on a local level.
 - Plan needs to be developed to convert content we have into press releases, blogs, articles, presentations. Content writing is not a skill we currently have on our team.

Election of New Board Members

- Visitors Stuart Reed, Homero Tristan were excused from the room.

Motion made by Ronit Barrett, seconded by Rolando Acosta and carried unanimously to approve Stuart Reed and Homero Tristan as members of the Board of Directors.

Motion was made by Thomas Woodrow seconded by Rolando Acosta, and carried unanimously to adjourn the meeting.

The meeting was adjourned at 7:35p.m.