

BOARD OF DIRECTORS MEETING MINUTES

January 22, 2018

6:00 PM

Christopher House Administrative Offices

1611 W. Division Street, Suite 207

Chicago, IL 60622

Board Members Present: Adnan Assad, Ronit Barrett, Rob Buono, Frank Hsu, Nana Owusu, Stephen Raquet, George Reimnitz, David Rodin, Greg Spitzer, Homero Tristan, Lizzy Whitehorn, Tom Woodrow, Shavon Hale, Barbara Stewart, Stu Reed, Rick Smirl

Board Members Absent: Rolando Acosta, Dee Dee Chesley, Tony Chimino, JoAnne Cicchelli, Jordan Hadelman, Jeff Kemerley, Dan Lynch, Tom O'Neill, Kimberly White

Christopher House Staff Present: Lori Baas, Katheryn Stewart, Karen Ross-Williams, Penne Silverman, Krissy Novy, Julie Dakers, Gloria Kuchenburg

Minutes Recorder: Christina Henneuse

Proceedings

Meeting called to order at 6:00 PM

Welcome, presented by Lori Baas

Attending tonight's board meeting for the first time since becoming appointed Parent Representative of the board is Shavon Hale. Lori welcomes Shavon to the meeting and Shavon introduces herself to the board and shares her long history in Christopher house.

Shavon is a member the Parent Policy Committee this year and is currently learning the administrative side of Christopher House. Her 2 children attend Christopher House -- her son is in kindergarten and her daughter is in preschool.

Per Lori's request, after Shavon provides a brief introduction of herself, the board members present introduce themselves and the number of years they have served as a member of the Christopher House Board of Directors.

Minutes and Consent Agenda, presented by Lori Baas and Katheryn Stewart

Motion was made by Stu Reed, seconded by Thomas Woodrow and carried unanimously to approve the November 20, 2017 Board of Directors meeting minutes.

There are four items on the consent agenda which Katheryn Stewart summarizes for the board:

- **Training; ERSEA Service Delivery, FY19 Selection Criteria and Final Rule** - The ERSEA Service Delivery Plan lays out the requirements determining participation in our Early Head Start and Head Start Programs. It begins with a community assessment to determine the needs of the community. Participants are then recruited based on their age, income and eligibility. A family's eligibility is determined once for each program. We recruit more families than we have slots for, so a waitlist is maintained throughout the year. Christopher House is required to fill each vacancy within 30 days and families are expected to maintain 85% enrollment.
- **Approval FY19 Selection Criteria** - How each applicant is rated in the Early Head Start and Head Start Programs in order to consider who comes first in the program and who comes last.
- **Review and approval of the FY18 Head Start Initial Budget/ Review and approval the FY18 Early Head Start Child Care Partnership Budget Revision** - The budget period for Head Start began on December 1st and ends November 30th, 2018. The budget is \$1,239,910 and 90% of that budget is used for salaries. There is a small amendment to the Early Head Start budget which is \$105,870.

Motion was made by Stu Reed, seconded by Thomas Woodrow and carried unanimously to approve the four items on the consent agenda.

President and CEO Report, presented by Lori Baas

At the Executive Committee Meeting a few weeks ago, it was recommended to Tom O'Neill that he reach out to Adnan Assad to see if he would be willing to fill the vacancy as Secretary of the Christopher House Board of Directors. Adnan has agreed to fill this role. Lori recommends to wait until the March Board Meeting to hold the vote when the Executive Committee has had a chance to make its official nomination.

Christopher House's bylaws dictate that we break the board into classes depending on when an individual is elected during the course of the year. The class of 2018 will be up for reelection in September.

In the board meeting packet, Lori provides the board with a list of Christopher House Board Committees and who currently serves on each committee as of 1/3/2018. Also provided in the board packet is a copy of the new Parent Representative, Shavon Hale's resume.

Finance Committee Report, presented by Katheryn Steward

In the profit and loss statement you will see that overall Christopher House is doing well, the year to date net loss of \$264,000 is half of the budgeted \$564,000 loss, \$300,000 positive variance.

Christopher House had an operating cash balance of \$388,000 at the end of November 2017. As of today, there is no outstanding balance on the line of credit.

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

To accommodate the 2 additional grades during the construction of the middle school in FY19, staff have developed a plan to create two temporary sixth grade classrooms at Belmont Cragin which will result in the shifting of staff to Logan Square.

Zoning documents for the middle school expansion have been submitted to the city of Chicago and we should have a decision in May or April.

In order to prepare for the building permit process Christopher House is working with the Project Architect and various other design professionals to prepare the architectural plans for bidding and permitting. The current timeline includes a construction start in July 2018 contingent on permitting and securing capital campaign revenue. To date, we have \$209,347 on hand and \$648,253 in outstanding pledges.

Staff and board leadership continue to work to secure additional New Market Tax Credits for the middle school expansion.

Norcon has been our general contractor for the first two phases of building. The middle school expansion team is considering getting bids from Norcon and at least one other firm to ensure competitive pricing.

A letter of intent has been received from Bank of America stating that they would be willing to finance up to 3.2 million for building.

Education Council Report, presented by Lori Baas and Krissy Novy

The Chicago Board of Education approved the renewal of the Christopher House Charter School. Lori, Krissy and Tom O'Neill are planning to meet with CPS tomorrow to discuss next steps and contract negotiation.

Christopher House has partnered with LEAP Innovations to receive professional development and coaching on personalized learning. There are four frameworks of personalized learning. They include:

- Learner Focus
- Learner Led
- Learner Demonstrated
- Learner Connected

Christopher House is bridging ECDS and CHES through the use of personalized learning and Reggio Emilia in the classrooms. Kindergarten and first grade participate in Reggio Emilia professional development together. CHES teachers have relied on ECDS to further their understanding of

implementation practices. Cross school observation and debriefs as also strategies used to bridge the two programs. We also ensure social workers support families and students at both schools.

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

Christopher House is currently \$182,000 ahead of where it was this time last year. Christopher House has exceeded revenues over last year in the following areas:

- \$178,000 grants
- \$22,000 individual giving
- \$3,000 religious organizations
- \$25,000 for the benefit
- \$4,000 special events

Based on these results, Penne shares that Christopher House is in good shape to meet overall private philanthropy goals.

Homero inquiries whether it is possible to revisit the campaign with United Way. Penne explains that due to a change in funding priorities, we no longer fit into their funding criteria. In discussions with United Way, Lori has discovered that the organization is now focusing their funding on west and southwest sides of Chicago eliminating Christopher House as a funding priority.

Wins for the External Affairs Committee include receiving \$90,000 over two years from DFSS for the Christopher House After School Program. In addition, Exelon awarded Christopher House \$50,000 to be split between the read-a-thon, gala and general operation. \$30,000 was received from the Leo S. Guthman, \$20,000 was awarded by Topfer Family Foundation, \$15,000 from Ingenuity for Creative Schools, \$10,000 from Patrick and Anna M. Cudahy Fund for food program and \$8,000 that came in anonymously.

The Family-to-Family Program this year matched more than 400 families with 128 donors and organizations to provide Thanksgiving dinners and holiday gifts, and involved 30 volunteers.

Steve and Ronit ask if there are additional opportunities to engage the holiday donors and volunteers to invest in Christopher House's impact. The External Affairs team shares their current engagement and commitment to expanding opportunities next year.

Upcoming events include the Read-a-Thon and Annual Benefit. Read-a-thon dates include:

- February 28th at Stewart
- March 7th at Uptown
- March 14th at Logan Square

Sponsors of the Read-a-Thon include RBC, Exelon, and Starcom. Penne invites the board to engage individuals on their solicitation list and consider asking them to participate as a Rockstar Reader at this year's Read-a-thon as an engagement opportunity.

2018 Annual Benefit

The 28th Annual Benefit is April 26th. Benefit Chairs are Tony Chimino and Dan Lynch. Auction Chair is Lizzy Whitehorn. Honorees include:

- CME Foundation (Corporate Citizenship award) –Recognizing their long-term partnership, including a present three year (\$100,000 a year) investment in Christopher House to support math professional development for infant, toddler, and pre-school teachers and parent education to teach math skills at home.
- Holland & Knight (Volunteer Impact Award) – Recognizing the time, talents and commitment to mentoring our current 5th graders and first graduating class from Christopher House's continuum of schools and more than 17 years of investing in Christopher children and families.
- Family of the Year Award - This will be finalized by the end of the month.

The save the date for the benefit will be sent out at the end of the month. Board Members have the option of forwarding the save the date themselves to their contacts or sending their list of contacts to Penne and an email will go out on their behalf.

Thought Leadership, presented by Lizzy Whitehorn and Lori Baas

Christopher House is making significant progress on this strategic priority.

The engagement with MSI has been successful in creating opportunities for Christopher House and Leadership Team members to share the Christopher House story and best practices.

Board Development Report, presented by Ronit Barrett

Christopher House bylaws state that the number of the board members range from 25 – 35 members. Nicole Toalson and Jim Morgan have recently resigned from the board and we have recently added Stu Reed and Homero Tristan.

The board development committee is actively reaching out to prospective board candidates. There is a renewed request for suggestions for prospective board members with the focus for recruiting individuals that will increase financial capacity, increase diversity and add PR experience.

New Business/Old Business

Barbara Stewart announces that she has taken a new job in Washington DC that will require her resign from the board. Today's board meeting will be her last.

Motion was made by Stu Reed, seconded by Barbara Stewart, and carried unanimously to adjourn the meeting.

The meeting was adjourned at 7:18 PM.