

## BOARD OF DIRECTORS MEETING MINUTES

May 21, 2018

6:00 PM

Christopher House Administrative Offices  
1611 W. Division Street, Suite 207  
Chicago, IL 60622

**Board Members Present:** David Rodin, Tom Woodrow, Dee Dee Chesley, Jordan Hadelman, Rob Buono, Ronit Barrett, Shavon Hale, Jeff Kemerley  
Quorum Met

**Board Members Attending by Phone:** Lizzy Whitehorn, Tom O'Neill, Adnan Assad, Greg Spitzer, Nana Owusu, Kimberly White

**Guest Present:** Roberto Interiano

**Board Members Absent:** Rolando Acosta, Anthony Chimino, JoAnne Cicchelli, Frank Hsu, Dan Lynch, Stephen Raquet, Stu Reed, George Reimnitz, Rick Smirl, Homero Tristan,

**Christopher House Staff Present:** Lori Baas, Julie Dakers, Gloria Kuechenberg, Krissy Novy, Karen Ross-Williams, Penne Silverman, Katheryn Steward, Meaghan Jennings

**Minutes Recorder:** Christina Henneuse

### Proceedings

Meeting called to order at 6:03 PM

**Welcome**, presented by Dee Dee Chesley and Lori Baas

Dee Dee introduces Roberto Interiano to the board members present. Roberto is attending today's board meeting as a guest and a prospective Christopher House Board Member.

Invest for Kids is a grant opportunity for \$225K that David Rodin has brought to Christopher House's attention a few months back. Lori, Tom O'Neill and Rob Buono recently participated in a site visit/interview process in conjunction with the application process that was very successful.

**Consent Agenda**, presented by Dee Dee Chesley and Katheryn Steward

Motion was made by Jordan Hadelman, seconded by Rob Buono and carried unanimously to approve the March 19, 2018 Board of Directors meeting minutes.

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

- Approval of EHS-CCP Budget revision 07/01/17 – 06/30/18 - A budget revision for a small grant of \$106K. It has been amended to add an additional \$1,000. The additional funding will be used in personnel.
- Approval of HS Budget revision 12/01/17 – 11/30/18 - No additional funding will be added but will release retained funds. Those dollars will be added to the budget.
- Approval of EHS Grant & Budget 09/01/18 - 08/31/19
- Approval of EHS COLA 09/01/18 – 08/31/19 - Additional COLA adjustment that has been given for 2.6%

Motion made by David Rodin, seconded by Jordan Hadelman and carried unanimously to approve the four consent agenda items.

**CEO Report**, presented by Lori Baas, Julie Dakers, Krissy Novy, Gloria Kuechenberg

Due to matriculation of students, there is a need for two sixth grade classrooms next year and increased enrollment in kindergarten requires that we have a third kindergarten classroom.

The solution to this is converting all the office space at Stewart into classroom space.

Details for the rooftop playground are currently being finalized. This play space will be usable for our students when the ground level play space is closed due to construction.

Open Meetings - Illinois Attorney General, as a part of the 2012 Act, requires that all public bodies adhere to the Open Meeting requirement. Since we are a charter school, we must adhere to this act.

The Executive Committee along with Lori, Katheryn and Julie are considered Open Meeting Designees and are required to take the training every single year. Other board members only need to complete the training once every elected term. 100% board participation is needed by the end of June.

Update in thought leadership includes media coverage on WGN, NPR, and Crain's. Christopher House has had some great opportunities to tell it's story to the public through these national media outlets and social media. Pending PR includes an article in Parents magazine, NBC Chicago, and the Hechinger Report.

Another goal to establish Christopher House as a thought leader is to present at least 3 conferences throughout the year. To date, members of the leadership team have presented Christopher House's story at 10 conference so far this past year.

**Finance Committee Report**, presented by Katheryn Stewart and Jordan Hadelman

Year to date financial highlights include operating cash of \$913K at end of March. Currently, we have over \$1M. Our government receivables was \$1,042K at the end of March. Accounts payable is currently very low at \$322K. There is nothing outstanding on our line of credit and we have been in that position since December. Revenue and expenses for FY18, we had an operating gain of \$229K.

#### FY 19 Christopher Houase Proposed Budget;

Government Funding: We don't expect any significant increases in funding moving into FY19. For our charter school there will be a 2.5% increase in PCTC for next year. We will receive a small COLA in Head Start and in Early Head Start. We will be receiving increased funding for Prevention Initiative and Preschool for All in FY18. We have not been guaranteed that the increased funding will be sustained in FY19 so we have budgeted without it.

In FY18 charter school environment, we expected to receive \$9,400 per student. After a change in the funding formula, we actually received closer to \$11,000 per student.

#### Private Philanthropy:

FY19 Private philanthropy budget is 5.6% more than what was raised in FY18. Next year, External Affairs is budgeting \$2.094M. We currently have \$675K in the \$1.4M from foundations and public sources that we won't receive in FY19. Two of our goals by 2020 is to have a \$1M in foundation and \$1M for the gala.

#### Expenses:

There are a few highlights in the budget summary including increase staffing in FY19 to 241, increase in interest expense, and budgeting for depreciation. Increased expenditures in FY19 include raising wages to \$12/hr for 40 staff members (due to the increase in the Chicago minimum wage). Additional staffing for the continued expansion of the elementary school include two additional teachers for the 6th graders, a creative movement teacher, Diverse Learner Teacher, 2 paraprofessionals, 1 Personalized Learning Specialist, and Youth Development will add School Age Workers for additional students at Stewart. We will also be moving our janitorial staff from an outside vendor to internal staff which will cut costs.

Motion made by Ronit Barrett, seconded by Jeff Kemerley and carried unanimously to approve the FY19 budget.

#### **Progress on the Middle School**, presented by Rob Buono

Construction will start in late August, early September with the expectation that this will be a 7-9 month construction project. Negotiations are still taking place with two prospective general contractos. .

We are currently on the agenda of the Zoning Board of Appeals. It will be heard by the board on June 15th. If we are successful in getting that approval then next steps include obtaining a building permit.

Lori, Katheryn, Rob and Adnan are negotiating financing with two financial lenders for the project and are close to securing final term proposals from each

Lori shared that Christopher House continues to make progress in raising the private philanthropy for the project. The Women's Auxiliary, who have been long time supporters of Christopher House have recently made a combined gift for \$50,000 to name the Parent Resource room at Stewart.

Lori shared that Christopher House Board of Directors will need to schedule a meeting in July, 2018 to review the final proposal for the expansion of the Middle School.

**Board Development Report**, presented by Ronit Barrett

Christopher House has two new prospective board members.. There are other potential board members in the pipeline who work at such companies as Motorola, PNC, PPMG, Westwood One, William Blair and Northern Trust. Ronit asks all current board members to brainstorm additional board candidates that have expertise in the following areas: marketing and PR and can expand our financial capacity as well as diversity.

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

FY 18 private philanthropy projections are \$2.39M. We exceeded our FY 18 goal in the Foundation and corporate contributions by over 72% in part because IMC has awarded Early Childhood a three year grant in the amount of \$225K (\$75K per year).

With a new Associate Director of Development, External Affairs is committed to meeting the individual giving goal in FY19.

The individuals and staff that were involved with the planning of the Annual Benefit plan to meet later this week to debrief what worked and didn't work for last month's gala. Dee Dee invites board members to get involved with the debrief/brainstorming sessions that will take place over the course of the summer to come up with new ways to make next year's event a success.

**President Report**, presented by Lori Baas

Lori provided the board a job description for the FY20 – FY23 Strategic Planning Task Force. Lori is currently looking for volunteers to participate in this task force beginning in September.

Motion was made by Homero Tristan, seconded by Dee Jordan Hadelman, and carried unanimously to move into executive session to discuss employment matters.

All non-board members exit the room for executive session.

Meeting adjourned at 7:16 PM