

BOARD OF DIRECTORS MEETING MINUTES

July 11, 2018
11:30 AM
Holland & Knight
131 S. Dearborn
Chicago, IL

Board Members Present: Rolando Acosta, Adnan Assad, Ronit Barrett, Rob Buono, JoAnne Cicchelli, Jeff Kemerley, Dan Lynch, Tom O'Neill, Stephen Raquet, George Reimnitz, David Rodin, Greg Spitzer, Homero Tristan, Lizzy Whitehorn

Quorum Met

Board Members Attending by Phone: Dee Dee Chesley, Jordan Hadelman, Nana Owusu, Kimberly White, Tom Woodrow

Guest Present: None

Board Members Absent: Shavon Hale, Roberto Interiano, Stu Reed

Christopher House Staff Present: Lori Baas, Julie Dakers, Penne Silverman, Katheryn Steward, Traci Stanley

Christopher House Staff Attending by Phone: Krissy Novy, Karen Ross-Williams

Minutes Recorder: Penne Silverman

Proceedings

Meeting called to order at 11:35 AM

Welcome. Tom O'Neill welcomed the board and thanked them for attending.

Minutes. Motion was made by David Rodin, seconded by Rolando Acosta and carried unanimously to approve the May 21, 2018 Board of Directors meeting minutes.

Consent Agenda. Presented by Katheryn Steward

There were eight items on the consent agenda which Katheryn summarized for the board:

- A. Head Start COLA Supplemental 12/01/17 to 11/30/18
- B. EHS/Child Care Partnership COLA Supplemental 07/01/18 to 06/30/19
- C. EHS/Child Care Partnership Application & Budget 07/01/18 to 06/30/19
- D. Head Start Budget 12/01/18 to 11/30/19

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Approved by the Board of Directors 9/12/2018

- E. 10% De minimis Indirect Cost Rate
- F. Self-Assessment 2017-18 & Action Plan Self-Assessment 2018-19
- G. Updated Policies & Procedures to include 10% de minimis indirect cost rate
- H. Parent Policy Council Minutes – April/May 2018

Motion made by Adnan Assad, seconded by Dan Lynch and carried unanimously to approve the six consent agenda items.

CEO Report, Presented by Lori Baas, Julie Dakers, and Krissy Novy

Lori provided the board with an update on three of our strategic priorities.

- 1) Develop a continuum of learning from birth through 8th grade.
 - Lori shared that kindergarten readiness has increased over the last three years in social emotional, math, and literacy. 84% of transitioning students met all three kindergarten readiness targets. Lori reminded the board that Christopher House developed its own matrix due to no standard measure being used.
 - Christopher House uses CLASS observations to assess teacher performance. CH scored 6.66 out of 7 for emotional supports; 6.33 out of 7 for classroom organization supports and 4 out of 7 for instructional support with the national average being 2 out of 7.
 - Christopher House Elementary school continues to perform high on the NWEA test with 30% of scholars reading at the advanced middle school or high school level entering 5th and 6th grade. CHES is in the top quartile in math for all grades. DESSA assessment showed improvement in social emotional skills. Literacy assessment for K-6th grade showed 72% of scholars made a year's worth of growth or more and 32% of scholars grew 1.5 years or more. Principal Krissy Novy shared strategies to increase personalized learning and scholar growth based on the FY18 results.
- 2) Develop a competitive compensation & benefits package
 - Lori shared an update on Christopher Houses strategic goal of recognizing and retaining high-performing staff and leadership.
 - The results of the three-phase implementation plan were shared with the board. A total of 128 employees were impacted.
- 3) Creating a strategic approach to developing Christopher House as a Thought Leader
 - Lori shared recent conference participation of CH leaders and media coverage for the innovative model.

Finance Committee Report. presented by Katheryn Steward and Jordan Hadelman

- Year-to-date financial highlights include:
 - Line of Credit balance is at zero
 - A/R is a slightly higher in the June financials. Government receivables over 90 days is \$85k

- Accounts payable over 90 days is currently \$139K. This increase in accounts payable is due to outstanding architect fees for the expansion project.
- Revenue and expenses for FY18:
 - YTD private philanthropy is \$1.7M; This amount includes multi-year grants that audit rules require us to recognize in the current year.
 - YTD government revenue is \$11.3M
 - Child care revenue is higher for this period compared to last year and higher than budgeted because we have increased systems to capture this funding
 - The beginning of the FY18 school year warning of decreased funding for the elementary school and the mid-year increase in per-pupil impacted the year-end financials
- Middle School Facilities Expansion:
 - The Finance Committee voted on Monday to recommend that the Board pass the Resolution as drafted. The Resolution provides for use of market tax credits but currently not expecting them to be available.

Progress on the Middle School presented by Rob Buono

- Rob shared plans of the Middle School facilities expansion and outline of the resolution for consideration
 - Budget: The project budget is \$6.7M
 - Schedule: The goal is to start construction in mid-September and completion by mid-June. To meet this deadline we need to get the building permit secured by early September and finalize the financing documents.
 - General Contractor: Both Power and Norcon have submitted proposals. Negotiations for each agency are being vetted and the resolution includes authorizations to make a decision.
 - Proposals to finance phase III: Christopher House is negotiating separate financing proposals from Bank of America (BoFA) and Chicago Community Loan Funds (“CCLF”). Both entities have provided proposal but neither BoFA nor CCLF have issued binding commitments, but both are expected to do so in July. He noted that no New Market Tax Credits are anticipated to be available for the project.

It was noted that Dave Rodin and Lizzy Whitehorn will not participate in voting on the middle school facilities financing project because of conflict of interest with CCLF and BoFA.

Motion made by George Reimnitz, seconded by Rolando Acosta and carried unanimously to approve the Board of Directors Resolution dated July 11, 2018.

Other Business:

Board members were thanked for the time and commitment to complete the Open Meetings Act compliance online training and reminded that to meet our CPS terms of compliance we need each member to complete the new CPS version of the Conflict of Interest forms by July 19th.

Motion made by Rolando Acosta and seconded by Rob Buono to adjourn the meeting. Motion carried.

Meeting adjourned at 1:05 PM