

## BOARD OF DIRECTORS MEETING MINUTES

November 14, 2018

6:00 PM

Christopher House Administrative Offices

1611 W. Division Street, Suite 207

Chicago, IL 60622

**Board Members Present:** Dee Dee Chesley, JoAnne Cicchelli, Roberto Interiano, Jeff Kemerley, Kenny Langston, Dan Lynch, Chad Poznansky, Stu Reed, David Rodin, Gregory Spitzer, Homero Tristan, Lizzy Whitehorn, Tom Woodrow, Kimberly White

**Board Members Attending by Phone:** Ronit Barret, Rob Buono, Tom O'Neill

**Board Members Absent:** Adnan Assad, Rolando Acosta, Jordan Hadelman, Shavon Hale, Nana Owusu, Stephen Raquet, George Reimnitz

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

**Christopher House Staff Attending by Phone:** Traci Stanley

**Minutes Recorder:** Christina Henneuse

### Proceedings

Meeting called to order at 6:04 PM

**Welcome,** presented by Lori Baas

Lori introduces new board members, Kenneth "Kenny" Langston and Chad Poznansky to all Christopher House staff and board members present. Chad and Kenneth are attending their first board meeting today as newly elected Christopher House board members.

Motion made by Kenny Langston, seconded by Dee Dee Chesley and carried unanimously to approve the September 12, 2018 Board of Directors meeting minutes.

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

There were two items on the consent agenda.

- Change to the employee handbook in regards to benefits eligibility for staff
- Head Start FY18 Budget Revision

Motion made by Jeff Kemerley, seconded by Roberto Interiano and carried unanimously to approve the changes to the employee handbook and Headstart FY18 Budget Revision.

**CEO's Report**, presented by Lori Baas

Lori thanked the board and staff members present for attending and supporting the JoAnne L. Cicchelli Middle School Groundbreaking Ceremony on October 24<sup>th</sup>. Feedback from attendees has all been extremely positive.

Board members shared congratulations to the staff for doing an excellent job in representing the school and its mission to all who attended.

**Progress on the Middle School**, presented by Rob Buono, Lori Baas, Krissy Novy

The financing process closed about a week ago with Bank of America. Though there were challenges completing this process, it went as smoothly as possible with the support of Fiscal team and Greg Spitzer's firm, Paul Hastings LLP.

Construction has begun on the middle school. Excavation should be completed by early December and we should see the building's structure starting to take shape quickly after. We are now aware of all structural challenges underground, etc. which have been examined and resolved. We anticipate construction to be completed in late June.

Lori reported that the construction of the rooftop playground is nearly completed.

Krissy reported that the challenges with managing a school undergoing construction are being managed effectively and running as smoothly as possible.

**Finance Committee Report**, presented by Katheryn Steward

In September, revenue year-to-date was \$226K unfavorable compared to the budget. Year-to-date private philanthropy is \$32K and \$2.9M in government revenue. Government revenue is \$268K unfavorable to the budget.

In expenses, we were at a \$189K favorable in salaries and benefits variance as a result of open positions. The unfavorable variance in temporary staffing reflects the data analyst position, this salary is offset by the vacant staff position and consulting expenses. There is an \$89K favorable in interest expense. We anticipated an increase in interest with the construction loan.

Operating cash in hand is at \$689K, a 52% decrease from last month. Government receivables are at \$1.2M, a \$228K increase over last month.

Accounts payable is at \$575K, a \$187K increase over last month.

There is currently nothing outstanding on our line of credit. Christopher House may need to go into line of credit in April.

Plante Moran issued a clean FY 18 audit report. Christopher House is well positioned for next year's audit.

**Strategic Planning Task Force**, presented by Dee Dee Chesley

The Strategic Planning Task Force has agreed to review the Christopher House vision statement, incorporate Christopher House's Theory of Change initiative into the work scope and analyze data.

The vision statement has not been revised in 15 years and speaks only to Christopher House's efforts to create a national model, and we believe more work needs to be done by the board to define national model. Dee Dee would like the board to submit their feedback on how we can expand on this vision and develop next steps.

The board agreed that the Strategic Planning Task Force will meet in December to discuss a framework to facilitate a discussion. The framework will be sent out to the board to help prepare for an in-depth discussion at the January board meeting.

**Education Council**, presented by Krissy Novy

In an effort to prepare the 2021 graduates for academic success, Christopher House has developed tiered benchmarks for scholar performance on the NWEA MAP, PARCC ELA and PARCC Math assessments to align with "Best fit" high school options.

Christopher House has adopted the ASCA Mindset & Behaviors, which is a metric to facilitate social-emotional success in order to help identify scholar needs.

Additional efforts to successfully transition scholars into high school include hiring a guidance counselor by the end of June, exploring partnerships with private schools and developing a relationship with ITW-Speer Academy, a charter high school located in Belmont Cragin.

School Age and Youth Development Programs have also incorporated measures to ensure academic and social-emotional success such as tracking SAYO results, goal setting with families, and collecting GPA data. Students also engage in inspirational activities such as high school and college campus visits, workshops that strengthen life skills, decision-making and teambuilding.

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

A current goal of the Board Development Committee is to develop capacity by strengthening relationships with new and potential board members through board engagement. Opportunities to engage new and potential board members include:

- 1.) Food Drive
- 2.) Family to Family
- 3.) Read-a-Thon/Rock Star Reader
- 4.) Career Days

Current board members are encouraged to participate and to bring any new prospective board members with them to get involved.

**External Affairs Committee Report**, presented by Penne Silverman

Year to date, we are at \$1,544,396 in foundation, corporation, and government contributions, 146% of budget. In Individual contributions, we are currently at \$25,753 which is 8% of budget and finally in religious contributions, we are at \$6,250 which is 12% of budget.

Adnan Assad has agreed to Chair the Annual Benefit this year. The search for benefit sponsors will begin after the start of the new calendar year. Timeline and solicitation lists will be emailed to the board in the coming weeks. Penne asks for any board members who would like External Affairs to send emails to those on their solicitation list on their behalf to contact her directly.

In our effort to increase individual giving in FY19, Penne asks for the board's assistance with connecting Christopher House with three new individuals and three new corporations that may want to invest and support Christopher House.

The successful groundbreaking event that occurred at the end of last month resulted in amazing media coverage. The event was covered by the Chicago Sun Times, NBC 5 News at 11am, WGN Early Evening News, WGN Evening News, ABC 7 Eyewitness News at 5, and ABC 7 Eyewitness News on WCIU and Education Post. Chicago Unheard ran an article on kindergarten readiness and highlighted the groundbreaking. In addition, CH was featured in the Philanthropy issue of Modern Luxury. Penne will send out links to these publications to the board.

Pending coverage includes press release on Karen's White Paper; Developing Quality Workforce; Standard Based Learning for Principal Magazine; and a piece in LoganSquarist on Teen & Adult Pregnant and Parenting Services.

Motion made by Dan Lynch, seconded by JoAnne Cicchelli and carried unanimously to adjourn the board meeting.

Meeting adjourned at 7:26 PM