

BOARD OF DIRECTORS MEETING MINUTES

March 13, 2019

6:00 PM

Christopher House Administrative Offices

1611 W. Division Street, Suite 207

Chicago, IL 60622

Board Members Present: Adnan Assad, Ronit Barrett, Stacey Blasko, Rob Buono, Dee Dee Chesley, JoAnne Cicchelli, Roberto Interiano, Kenneth Langston, Stu Reed, George Reimnitz, David Rodin, Lizzy Whitehorn,

Board Members Attending by Phone: Tom Woodrow

Board Members Absent: Rolando Acosta, Jeff Kemerley, Dan Lynch, Tom O'Neill, Nana Owusu, Stephen Raquet, Greg Spitzer, Homero Tristan, Kimberly White,

Christopher House Staff Present: Lori Baas, Julie Dakers, Meaghan Jennings, Gloria Kuechenberg, Karen Ross-Williams, Libby Shortenhaus, Traci Stanley, Katheryn Steward

Minutes Recorder: Christina Henenuse

Proceedings

Meeting called to order at 6:04 PM

Welcome, presented by Dee Dee Chesley and Lori Baas

In Tom O'Neill's absence, Dee Dee calls the meeting to order and welcomes Stacey Blasko to her first board meeting as an elected board member. The board and staff members present introduce themselves.

Motion made by Stu Reed, seconded by Roberto Interiano and carried unanimously to approve the January 16, 2019 Board of Directors meeting minutes.

Consent Agenda, presented by Katheryn Steward

There were items on the consent agenda:

- FY19 Headstart Budget & COLA
- EHS CCP Budget & COLA Application

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Approved by the Board of Directors 5/15/2019

Motion made by Ronit Barrett and seconded by Stu Reed and carried unanimously to approve the consent agenda items.

Lori announces that Adnan Assad has agreed to become treasurer of the board after his term as secretary has been completed. Lori asks any board members interested in filling the secretary position to contact her or members of the Executive Committee.

CEO's Report, presented by Gloria Kuechenberg and Lori Baas

Gloria shares the results of the Family Self-Assessments. 516 families were interviewed agency-wide over the course of 30 days. The assessment covered 18 categories ranging from family size to education and employment. Measures for the assessment ranged from "thriving" to "in crisis." The data from the assessments are used to help formulate academic goals, as well as engage the family with their child's education.

Early lottery has been approved which means Christopher House can recruit currently enrolled 3 year old scholars for kindergarten in 2020. 55 families (90%) of our currently enrolled 3 year olds have completed the application process to enroll their child in kindergarten.

Christopher House is currently working with Margie DeVine of DeVine Consulting to fill the currently vacant Director of External Affairs position. Lori provides the board with a copy of the job description and encourages them to invite interested candidates to apply. An update regarding the search will be provided at the May board meeting.

Finance Committee Report, presented by Adnan Assad

The balance sheet reflects an operating cash on hand of \$1.1M, 60% increase from last month. Government receivables are at \$1.6M, 45% increase from last month.

Accounts payable is a \$532K, a \$45K increase over last month and we are currently at 0 outstanding on our line of credit.

We have a year-to-date operating loss of \$906K, \$46K better than anticipated. Year-to-date government revenue is \$7.7M, \$22K unfavorable to budget and a \$302K gain in other government revenue.

Expenses for year-to-date January are \$149K unfavorable to budget.

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

The construction on the JoAnne L. Cicchelli Middle School is approximately 5 months in and we are expected to complete the project just under budget. Any construction issues have been resolved at

this point. We are 6-7 weeks away from full enclosure of the structure with a July 2nd completion date. Next steps include an inspection for the certificate of occupancy.

Rob makes the suggestion that we hold hard hat tours for the board sometime in May. Lori will look into the possibility of holding the May board meeting at the Stewart Campus.

External Affairs Committee Report, presented by Lori Baas, Adnan Assad and Lizzy Whitehorn

Lori announces that the 2019 Read-A-Thon was another success this year with more than 1,500 books donated and \$47,897 raised. 29 volunteers from organizations such as First Midwest Bank, Holland & Knight and William Blair came into one of our three locations to participate as Rockstar Readers.

Christopher House has put together a Chicago Benchmarking Collaborative Toolkit that is set to publish. A press release will be made available when the toolkit has been published. Lori informs the board that we are working closely with our PR firm regarding thought leadership.

Adnan reports that we currently have 15 new sponsors for the 29th Annual Benefit. 9 current sponsors have increased their commitment for an additional \$35,500 in revenue. We currently have \$274,825 left to raise prior to the event on May 9th. Action items include sponsorship requests and contacting Meaghan Jennings in External Affairs regarding personal and company commitments. Invitations to the Benefit are expected to drop on March 28th so any edits to contact lists should be done before then.

Ideas for live auction packages are needed again for this year. Categories for live auction packages include travel, sports, food & wine, and arts & culture. Lizzy encourages the board to reach out to her with ideas.

Strategic Planning Task Force, presented by Lori Baas and Traci Stanley

Traci updates the board regarding the progress of the strategic priorities and initiatives. The draft of the new strategic priorities has been created based on the feedback provided by the board, staff and parents of enrolled scholars. The updated Christopher House vision statement takes the current mission a step further and focuses on the creation and implementation of the national model based on the whole child approach.

Key strategic priorities have been identified in a pyramid model; first prioritizing best in class talent, mapping processes and systems and developing as a through leader. Traci asks for feedback from the board regarding what it means to be a “national model”, if we are focusing on the right initiatives to achieve our strategic priorities and suggestions on model types.

Lizzy asks if we need to take a step back and re-evaluate whether our current model is working. Stu feels that with the latest positive data regarding student progress, we are headed in the right

direction with our current model. He suggests that Christopher House may benefit from a close relationship with an academic partner to explore this.

Roberto Interiano suggests that we meet with similar organizations to compare and contrast progress and challenges.

Ken Langston suggests that we first start by defining what “best in class” means to Christopher House. Dee Dee proposes starting with our definition of “kindergarten readiness” as a good starting point. Lori believes that in order to define “best in class” we also need to evaluate the needs of the staff (ex: competitive salary and benefits package) as well as for the scholars.

Rob asks if the board believes that all three sites are appropriately integrated into the strategic plan. We may benefit from partnering with surrounding schools in the Uptown and Logan Square neighborhoods to change our current revenue model.

Motion made by Adnan Assad seconded by Kenneth Langston and carried unanimously to approve the strategic priorities pyramid model.

Public Comment

No public comments were made at this meeting.

Motion made by Stu Reed, seconded by Adnan Assad and carried unanimously to adjourn the board meeting.

Meeting adjourned at 7:41 PM