

BOARD OF DIRECTORS MEETING MINUTES

September 9, 2020 at 6:00 PM
Virtual Meeting, Hosted Over Conference Call

Board Members Attending by Phone: Adnan Assad, Ronit Barrett, Stacey Blasko, Rob Buono, Jessica Cardoni, Dee Dee Chesley, Roberto Interiano, Jeff Kemerley, Kenny Langston, Lauren Long, Joel Lozada, Dan Lynch, Steve Raquet, Dave Rodin, Gregory Spitzer, Lizzy Whitehorn, Kim White, Thomas Woodrow

Board Members Absent: Rolando Acosta, JoAnne Cicchelli, Verenise Franco, Thomas O'Neill, Homero Tristan

Christopher House Staff Attending by Phone: Meaghan Jennings, Gloria Kuechenberg, Krissy Novy, Karen Ross-Williams, Libby Shortenhaus, Becky Seibel, Traci Stanley, Katheryn Steward, Ashley Vuu

Minutes Recorder: Christina Henneuse

Proceedings: Meeting called to order at 6:02 PM

Welcome, Presented by Dee Dee Chesley

Dee Dee begins the meeting by welcoming all Board members and Christopher House staff who have virtually joined the meeting. Quorum established.

Minutes, Motion was made by Adnan Assad, seconded by Kenny Langston, and carried unanimously to approve the August 6, 2020 meeting minutes.

President's Report, Presented by Dee Dee Chesley

Dee Dee reminds all Board members to complete their Charter School Governance Training and to submit a copy of your certificate of completion to Libby.

Consent Agenda, Presented by Becky Seibel

There are two items on the consent agenda that require board approval:

1. Approval of Changes to 2020 Risk Management Manual
2. Approval of FY19 Annual Report

Motion was made by Jessica Cardoni, seconded by Ronit Barrett, and carried unanimously to approve the consent agenda.

Finance Committee Update, Presented by Steve Raquet

At the end of March a \$172K deficit was forecast for the agency, we ended FY20 with a \$130K surplus, the primary driver being the change in our investment portfolio. Cancellation of the Gala is reflected in the unfavorable variance in Private Philanthropy, Unfavorable variance in Supplies is offset by the favorable variance in other line items as we used the savings to purchase additional supplies and equipment for in Early Childhood and the Elementary School.

As of July 1st childcare funders are not paying for remote learning, revenues have been decreased in Early Childhood and Youth Development to reflect this change in policy. In addition, Nutrition revenue (and expenses) will be reduced in FY21. We anticipate that the projected operating loss of \$695K for the fiscal year will be offset by the PPP funds.

CPS' OIG has requested to review records from all charter schools who received PPP funding. Tom Woodrow's firm, Holland & Knight, has agreed to represent Christopher House pro bono in connection with this matter.

CEO Report, Presented by Libby Shortenhaus, Karen Ross-Williams, Krissy Novy, Gloria Kuechenberg, Traci Stanley and Becky Seibel

Infant & Pre-School virtual learning strategies include building strong partnerships with families, providing options for individualization, access to technology, and engaging remote instruction. The remote plan for birth through 5 includes a combination of 75 minutes of daily live instruction and 90 to 120 minutes of independent work. Teachers are engaging with scholars using Bitmoji classrooms (virtual classrooms) and journaling as a part of their independent study.

Elementary & Middle School virtual learning strategies include building strong partnerships with families, access to technology, and engaging remote instruction. The remote plan for kindergarten through 8th grade includes a combination of 3 hours of daily live instruction and independent study. The schedule is customized based on need and meets all guidelines set forth by ISBE and CPS. The Elementary School is tracking virtual attendance and student engagement, providing ongoing professional development to support remote teaching, and creating a Remote Staff Evaluation System.

The Parent School has provided financial support to 68 families since March and have also provided diapers, shoes and food for families in need. Parent School engages with families using daily reminders via Remind App, assisting with technical issues, offering virtual sessions and parenting tips. Translation services and social work services are also available for all families.

After considering the feedback from staff and parents regarding a reopening plan, we are beginning to build a stronger framework for safely reopening our sites. The framework includes asking staff to voluntarily return on-site, offering a combination of virtual and on-site learning, scaling in of classrooms, considering all staff and parent input and feedback, and seeking advice from experts. A committee will be created which will include staff at all levels to help facilitate the reopening plan.

Board Development Committee Report, Presented by Ronit Barrett

The bylaws have been updated to reflect the changes in the Open Meetings Act. Those changes were going to be presented at today's meeting but some last minute changes were needed. The revised bylaws will be presented at the next meeting.

External Affairs Committee Report, Presented by Lizzy Whitehorn

Proposed virtual events on the horizon include the September 24th Lunch & Learn with Erikson Institute and the October 20th panel discussion of *No Small Matter* documentary. Other upcoming events include a "Let's Stock the Pantry" fundraiser in November and Live Choir Performance and Auction in December. The External Affairs Committee welcomes ideas on ways to host these events virtually and encourages the Board to promote these events within their network.

Strategic Planning Task Force Update, Presented by Kenny Langston

The Strategic Planning Task Force has taken a step back from its planning to engage with the Leadership Team to gather feedback about Christopher House during the pandemic. The Strategic Task Force has recently met with the Leadership Team to find out what have they learned during lockdown, how has the shut down has emphasized strengths and weakness of the organization and how the organization can emerge stronger. Libby encourages the Board to review the notes from the meeting which were included in the Board packet.

Public Comment

No public comment was made.

Motion made by Dave Rodin and seconded by Kenny Langston, and carried unanimously to adjourn into Executive Session.

Meeting adjourned into Executive Session 7:25 PM.