

BOARD OF DIRECTORS MEETING MINUTES

November 11, 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, Homero Tristan, Lizzy Whitehorn, Kim White, Thomas Woodrow

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

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

Guests Attending by Phone: Joe Hammon

Minutes Recorder: Christina Henneuse

Proceedings: Meeting called to order at 6:01 PM

Welcome, Presented by Dee Dee Chesley

Dee Dee begins the meeting by welcoming Jummy Akinbusuyi and Melissa Munroe, Christopher House Site Directors at Uptown and Stewart. Quorum was established.

Dee Dee also introduces Joe Hammon, Associate at Paul Hastings LLP who is attending tonight's meeting as a guest of Greg Spitzer and as a Board member candidate.

Minutes and Consent Agenda, Presented by Dee Dee Chesley and Katheryn Steward

Motion was made by Adnan Assad, seconded by Roberto Interiano, and carried unanimously to approve the September 9 and October 16 meeting minutes.

There are four items on the consent agenda for Board approval:

1. FY20 Head Start Budget Revision
2. FY20 Early Head Start Budget Revision
3. FY20 Head Start CARES – One Time Supplemental
4. FY20 Early Head Start CARES – One Time Supplemental

Motion was made by Dave Rodin, seconded by Roberto Interiano, and carried unanimously to approve the four items on the consent agenda.

Board Elections, Presented by Dee Dee Chesley

Roberto Interiano, Dan Lynch and Homero Tristan are up for re-election this year.

Motion was made by Rob Buono, seconded by Greg Spitzer, and carried unanimously to re-elect Roberto Interiano to the Christopher House Board of Directors.

Motion was made by Joel Lozada, seconded by Dave Rodin, and carried unanimously to re-elect Dan Lynch to the Christopher House Board of Directors.

Motion was made by Adnan Assad, seconded by Dave Rodin, and carried unanimously to re-elect Homero Tristan to the Christopher House Board of Directors.

Greg Spitzer has decided to resign from his position from the Board of Directors this year but has invited his successor, Joe Hammon to tonight's meeting. Though Greg is stepping away from the Board, Paul Hastings LLP plans to continue to work in partnership with Christopher House.

The Board thanks Greg for his years of service and his overwhelming support to Christopher House.

President & Advisory Committee Report, Presented by Dee Dee Chesley

Dee Dee reminds the Board of the charter school governance training requirement. All Board members must complete 4 hours of training within the next 6 weeks. Libby will need a copy of the certificate after training has been completed.

The CEO search is going well and there has been a great response. Dee Dee would like to encourage the Board to look within their networks for potential candidates.

CEO Report, Presented by Libby Shortenhaus, Krissy Novy, Karen Ross-Williams, Traci Stanley

Libby highlights *Around the House* in the meeting packet that provides insight into the work that Christopher House is currently doing and how it is making a positive impact on Christopher House scholars and families.

Krissy is excited to announce that three 8th grade scholars are the recipients of the prestigious Daniel Murphy Scholarship which will assist these girls with their private high school tuition.

Karen reports that Early Childhood and Youth Development reopened this past Monday and spirits are high among staff and parents. She thanks the Board for their support, including their personal visits to each campus and the purchasing of lunch for staff.

A national study reports that the risk associated with working in childcare is low. We are confident that by following procedures, outbreaks of COVID-19 can be suppressed.

We are currently in Phase One of our Christopher House reopening plan, which allowed staff to return onsite voluntarily and brought families with the greatest need back onsite. Phase Two will

begin December 7th, and will have all Early Childhood, Youth Development and Operations staff back onsite. The date of Phase Three is TBD.

Challenges that we are currently facing include community positivity rates, recruitment challenges for our youngest learners and loss of childcare funding.

NWEA projects that through the pandemic, students likely lost a third of a year in reading and half a year in math. Christopher House is addressing learning loss by using small group instruction, and intervention services from our MTSS team and other personalized learning methods.

Christopher House is looking into measuring the impact of remote learning to guide future instructional approaches.

Board Development Committee Report, Presented by Ronit Barrett

There have been changes to the bylaws that help us maintain compliance with the Open Meetings Act. There have been some delays with revision due to complications presented by COVID-19, however the revisions are now ready for approval. The revision allows flexibility on how the Board votes (in-person, by phone or video) due to current restrictions associated with the pandemic.

Motion was made by Dave Rodin, seconded by Roberto Interiano, and carried unanimously to approve the changes to the bylaws.

Diversity and inclusion training will be provided to Christopher House staff and Board members at the beginning of next calendar year.

External Affairs Committee Report, Presented by Meaghan Jennings, Lizzy Whitehorn, Lauren Long and Stephen Raquet

External Affairs plans to hold host the Annual Benefit virtually next May and has set a goal of \$550,000 from the event.

The new Christopher House website has been launched. The new version is now mobile optimized and includes a blog for original content which should drive more traffic to the site.

The Holiday Program is underway and there are three ways to give: participate in Family to Family by sponsoring a family, give to the food pantry or make a cash donation to the Thrive Family Fund.

There is a virtual conversation with Elliot Regenstein of Foresight Law and Policy on February 2nd. Please save the date.

We will close out the year with a virtual holiday event on December 9th. Stephen Raquet will emcee the event, which will include a silent auction and special performance by the school choir. Meaghan will share materials with the Board that can be used to promote the event.

Stephen requests 100% Board participation for the event. Stephen proposes that each member makes a personal contribution that Christopher House can then leverage as a matching contribution for all donations received through the virtual fundraiser.

Strategic Planning Task Force Update, Presented by Dave Rodin

The Strategic Planning Task Force has made a decision to primarily focus on the strategic priorities of Best in Class Talent and Map Processes and Systems. Initiatives within these priorities for FY20 include codifying the shutdown process, re-opening plans, virtual learning curriculum, and a succession plan for the CEO. The goal is to improve culture, structures and systems so we are better positioned for growth decisions down the line. There will more information provided at the next meeting in January.

Finance Committee Update, Presented by Stephen Raquet

There was an \$890K loss in September and a \$342K unfavorable variance. Though the income statement shows a loss, it was anticipated.

The FY20 audit was presented to the Finance committee, the agency received a clean opinion, free of fiscal findings.

The PPP loan utilization period ended in October, the agency has ten months to apply for loan forgiveness.

We are projecting to reopen ECDS and YD at limited capacity and shift fundraising goals in FY21.

Public Comment

No public comment was made.

Motion was made by Adnan Assad, seconded by Jeff Kemerley, and carried unanimously to elect Joe Hammon to the Christopher House Board of Directors.

Motion made by Dave Rodin and seconded by Rob Buono and carried unanimously to adjourn the meeting.

Meeting adjourned at 7:34 PM.