

BOARD OF DIRECTORS MEETING

January 26, 2022

1611 W. Division, Ste. 207

DRAFT AGENDA

Strategic Priority	Agenda Item	Purpose	Time
	Welcome	<ul style="list-style-type: none"> Introduction of Meeting Participants and Guests 	5 mins
Map Processes & Systems	New Business/Old Business	Opportunities for Public Comment*	5 mins
Map Processes & Systems	Minutes & Consent Agenda	<ul style="list-style-type: none"> Approval of Minutes Consent Agenda 	5 mins
Best in Class Talent	President's Report	<ul style="list-style-type: none"> Board Updates 	5 mins
COVID-19 Response	CEO Report	<ul style="list-style-type: none"> Remote Learning Transition and Ongoing Covid-19 Response Mid-year Data Review 	5 mins
	DEI Task Force	<ul style="list-style-type: none"> Approval of Board DEI Statement 	15 mins
Map Processes & Systems	External Affairs Committee Report	<ul style="list-style-type: none"> FY22 Private Revenue Dashboard Benefit Planning and Updates 	10 mins
National Model	Strategic Task Force Update	<ul style="list-style-type: none"> Strategic Planning Prep 	5 mins
Map Processes & Systems	Finance Committee Update	<ul style="list-style-type: none"> Update on Financial Position FY21 Audit 	15 mins
Best in Class Talent	Closed Session	<ul style="list-style-type: none"> Personnel Matters 	20 mins

Total time: 80 minutes

Guests interested in participating in the meeting may contact Christina Henneuse at chenneuse@christopherhouse.org.

BOARD OF DIRECTORS MEETING MINUTES DRAFT

January 26 2022 at 6:00 PM
Virtual Meeting, Hosted Over Microsoft Teams

Board Members Attending by Phone: Rolando Acosta, Adnan Assad, Stacey Blasko, Ronit Barrett, Temok Contreras-Hernandez, Jessica Cardoni, Dee Dee Chesley, Joe Hammon, Roberto Interiano, Jeff Kemerley, Kenny Langston, Lauren Long, Liam O’Kane, Cindy Perez, Stephen Raquet, Dave Rodin, Kim White, Lizzy Whitehorn, Tom Woodrow

Quorum Met

Board Members Absent: Rob Buono, JoAnne Cicchelli, Dan Lynch, Tom O’Neill, Homero Tristan

Christopher House Staff Attending by Phone: Bailey Baker, Sarah Collentine, Michelle Correa, Julie Dakers Veronica Johnson, Laura Pietrini, Jordan Reece, Karen Ross-Williams, Libby Shortenhaus, Becky Seibel, Traci Stanley, Jasmine Velez, Audrey Zidzik

Guests Attending by Phone: Farrah Chamochumbi, Mary Contreras, Alex Gaitan (Spanish Interpreter), Alex Maturi

Minutes Recorder: Christina Henneuse

Proceedings: Meeting called to order at 6:04 PM

Welcome, Presented by Dee Dee Chesley

Dee Dee welcomes guest, Alex Maturi who is attending tonight’s meeting as a prospective board member. Alex is an attorney at Paul Hastings and have previously done pro bono work for Christopher House for several years.

Public Comment

Farrah Chamochumbi is a parent of a scholar at the elementary school and she explains to the board that she would like more parent involvement assisting with decision making at the administrative level.

Audrey Zidzik is a fifth grade teacher at the elementary school. She shares her appreciation for the initiatives the Leadership Team has recently taken to ensure the safety of staff and students as we re-open for in-person learning.

Michelle Correa is a teacher at the middle school. She reads a letter from students who wish to express their interest in having more input on graduation ceremonies and other graduation activities. They would also like to have more opportunities for parents to get involved.

Veronica Johnson is a fifth grade teacher at the elementary school. She explains to the board there are still poor communication among staff at the elementary school that create safety issues.

Jordan Reece is a science teacher the middle school. She appreciates the steps the Leadership Team made to ensure DEI is incorporated into our initiatives. She would like to see more action to support teachers of color.

Mary Contreras is a parent of a student in the elementary school. She feels that parents are still not getting the opportunity to provide their feedback at the administrative level. She would like the Leadership Team to provide better planning and communication for the parents.

Minutes and Consent Agenda. Presented by Dee Dee Chesley and Libby Shortenhaus

Motion made by Adnan Assad and seconded by Dave Rodin, and carried unanimously to approve the November 10, 2021 Board Meeting Minutes.

Motion made by Dave Rodin and seconded by Adnan Assad, and carried unanimously to approve the December 3, 2021 Board Meeting Minutes.

Motion made by Steve Raquet and seconded by Adnan Assad, and carried unanimously to approve the items on the consent agenda:

1. FY22 Head Start initial budget, contract period 12/1/2021 – 11/30/2022
2. FY22 Early Head Start initial budget, contract period 12/1/2021 – 11/30/2022

President's Report, Presented Dee Dee Chesley

Dee Dee would like to get a social gathering for the board on the calendar since it has been a while since the board has meet in-person.

Dee Dee would also like to revive the Education Council and would like to include new members from within the board network.

CEO Report, Presented by Libby Shortenhaus and Traci Stanley

The Leadership Team is working with a search firm to fill the Chief Financial Officer, Director of External Affairs and the Director of Family Support Services positions. We are close to making offers for both the CFO and the Director of FSS.

As we transition to remote learning we are prioritizing the health of staff and scholars. In addition, our enrollment numbers are averaging at 95% so we are strong in our mission and financially stable.

Regarding our early childhood learning, data collected in the fall show that scholars had lower achievement at the end of last year compared to other years but scholars are catching up developmentally. SEL results show slightly better outcomes than in FY19. Christopher House has been experiencing challenges such as staff shortages and site closures that continue to impact learning. The learning gaps are being addressed through literacy strategies, Summer bridge program, immersive support and teacher retention.

CHES data shows that most scholars had academic progress since 2019 and 94% of scholars in the range of skills related to social-emotional competence on our assessment tool. The learning gaps are being addressed with increased reading instruction, small groups, goal setting, increased SEL and teacher retention.

DEI Task Force Update, Presented by Lauren Long

At Christopher House, our mission is to close the opportunity gap by helping children and families succeed in school, the workplace, and life.

We believe a diverse, inclusive, and equitable organization is one where all scholars, their families, employees, board members, and volunteers feel respected and valued regardless of their gender, race, ethnicity, national origin, age, sexual orientation, education, income, disability, or any other attribute.

Our Board today is not sufficiently diverse or representative of the communities we impact. As members of the Board of Directors of Christopher House, we are committed to building a more diverse Board because we believe that accessing a wider variety of voices and ideas will enable us to make better decisions and more effectively partner with our leadership, staff, scholars, their families, and communities. We fundamentally respect and value diversity of experiences, especially those that reflect the experiences of the people and communities where we work. And as we diversify our Board, we are committed to creating an inclusive environment that provides the opportunity for all board members to be heard and to have an impact.

We strive to:

- Consistently prioritize diversity, equity, and inclusion as critical to the success of Christopher House and the well-being of our scholars, their families, the Board, and staff;
- Integrate the values of diversity, equity, and inclusion in all of our work and decision-making, setting benchmarks and measurable goals, and reporting on our progress;
- Recognize and address bias and inequities in Christopher House's policies, programs, and services, and challenge assumptions and existing ways of working;
- Advocate for public policies that align with our mission of closing the opportunity gap and support the well-being of our scholars, their families, and our staff; and
- Lead with respect and tolerance, and practice transparent and respectful communication in all interactions.

During this fiscal year, FY2022, we are committed to the following action items:

- Dedicate time and resources to diversify our Board, with a goal of adding three members that meet our diversity goals. While we value all forms of diversity, our top priority is to increase the racial diversity of our Board to be more reflective our employee and participant demographics;
- Work towards at least 50% of current board members having a succession plan that includes a pipeline of board candidates whose life experiences and backgrounds are reflective of our scholar and family population; and
- Each board committee and task force will develop and implement DEI-related plans, and measure and share progress. Examples include:
 - Strategy Committee holding CH accountable for the integration of DEI metrics into the strategic plan;
 - Board Development Committee creating new recruitment and on-boarding strategies to ensure recruitment and retention of diverse candidates; and External Affairs Committee reviewing messaging for strength-based, inclusive language

Motion made by Roberto Interiano and seconded by Ronit Barrett and carried unanimously to approve the Board Diversity, Equity & Inclusion Statement.

Strategy Committee, Presented by Traci Stanley and Kenny Langston

We want to revisit Christopher House’s model as we begin to think of what decisions we need to make around our model. Our next strategic plan needs to address how some of the events of the past few years have impacted our strategy. Currently, decisions around the model include pay equity, financial strength, talent and quality of service. It is our plan to implement these by creating focus groups and scenario planning and road map building.

Current recommendations for the FY23 strategic planning is to create a short term plan with tactical goals, establish priorities and include a long-term framework. Next steps are to create a timeline for planning with the help of focus groups and scenario building.

External Affairs Committee Report, Presented by Jeff Kemerley

The Thrive Benefit is currently schedule to be in person on May 5. The board support is needed for attendance, live and silent auction, sponsorships and honoree ideas.

The Family to Family Program supported 462 Christopher House families, year end raised \$80K and Giving Tuesday raised \$7,025. External Affairs has faced some challenges with individual giving numbers but are hoping to raise some of those numbers in the spring.

Finance Committee, Presented by Adnan Assad and Steve Raquet

Revenue – YTD private revenue is on budget. Salaries are \$80K under budget and total expenses are 155 under budget.

Board Development Committee, Presented by Ronit Barrett

Attending tonight's meeting is Alex Maturi of Paul Hastings who is currently one of two prospective board members. Megan Kessel of Cisco is also another candidate but could not attend tonight. We will hold on a board vote until the board has had an opportunity to meet Megan at the next board meeting.

Motion made by Dave Rodin and seconded by Temok Contreras-Hernandez and carried unanimously to adjourn the meeting into executive session.

Meeting adjourned to executive session at 7:39 PM.

Board members returned to open session at 8:13 PM.

Motion made by Adnan Assad and seconded by Kenny Langston to extend the offer of Chief Human Resources Officer to Julie Dakers. Motion passed with one member, Temok Contreras-Hernandez, abstaining.

Motion made by Adnan Assad and seconded by Steve Raquet to extend the offer of Director of Family Support Services to Juan Villalobos. Motion passed with two members, Temok Contreras-Hernandez and Rolando Acosta, abstaining.

Motion made by Lauren Long and seconded by Dave Rodin and carried unanimously to approve implement impasse procedures consistent with Christopher House policy regarding conflict resolution between the Board and Parent Policy Council.

Motion made by Adnan Assad and seconded by Dave Rodin and carried unanimously to adjourn the meeting.

Meeting adjourned at 8:18 PM