

BOARD OF DIRECTORS MEETING
March 9, 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"> • Charter Training Requirements 	5 mins
COVID-19 Response	School Updates	<ul style="list-style-type: none"> • CH Updates • Parent School Data & Vision 	20 mins
Best in Class Talent	DEI Task Force	<ul style="list-style-type: none"> • Update on DEI Change Coaches Project and Next Steps 	15 mins
Best in Class Talent	Board Development Report	<ul style="list-style-type: none"> • Board Onboarding & Board Expectations 	10 mins
Map Processes & Systems	External Affairs Committee Report	<ul style="list-style-type: none"> • FY22 Private Revenue Dashboard • Annual Benefit 	15 mins
National Model	Strategic Task Force Update	<ul style="list-style-type: none"> • FY23 Planning Timeline & Updates 	10 mins
Map Processes & Systems	Finance Committee Update	<ul style="list-style-type: none"> • Update on Financial Position FY22 	5 mins
Best in Class Talent	Closed Session	<ul style="list-style-type: none"> • Personnel Matters & Pending Litigation 	15 mins
	Adjourn		2 mins

Total time: 112 minutes

*Anyone interested in public comment or attending the meeting as a guest should contact Christina Henneuse at chenneuse@christopherhouse.org. Registration for public comment closes the Friday before the board meeting.

**BOARD OF DIRECTORS MEETING MINUTES
DRAFT**

March 9, 2022 at 6:00 PM
Administrative Office
1611 W. Division St., Ste 207
Chicago, IL 60622

Board Members Attending In-Person: Rolando Acosta, Adnan Assad, Temok Contreras-Hernandez, Jessica Cardoni, Joe Hammon, Roberto Interiano, Jeff Kemerley, Kenny Langston, Lauren Long, Liam O’Kane, Kim White

Board Members Attending by Phone: Stacey Blasko, Ronit Barrett, Dee Dee Chesley, Dan Lynch, Cindy Perez, Stephen Raquet, Dave Rodin, Tom Woodrow

Quorum Met

Board Members Absent: Rob Buono, JoAnne Cicchelli, Tom O’Neill, Homero Tristan, Lizzy Whitehorn

Christopher House Staff Attending In-Person: Julie Dakers, Karen Ross-Williams, Libby Shortenhaus, Becky Seibel, Traci Stanley, Juan Villalobos

Christopher House Staff Attending by Phone: Michelle Reed

Guests Attending In-Person: Farrah Chamochumbi, Maria Contreras, Paola Contreras, Ana Bazan, Rosa Bazan, Alex Gaitan (Spanish Interpreter), Kayla Jackson, Alex Maturi, Gardenia Mejia

Guests Attending by Phone: Meghan Kiesel,

Minutes Recorder: Christina Henneuse

Proceedings: Meeting called to order at 6:03 PM

Welcome, Presented by Adnan Assad

Dee Dee was unable to attend tonight’s meeting in-person. Adnan Assad, the Vice President of the board will be leading today’s board meeting.

Adnan welcomes Alex Maturi and Meghan Kiesel who are both attending tonight’s meeting as board prospects.

Public Comment

Several of the guests providing public comment speak Spanish. Spanish Interpreter, Alex Gaitan of Interpretet has agreed to translate for them.

Maria Contreras is a parent of a student in the elementary school. She feels that her concerns which have been brought up at previous board meetings have not been addressed by the administration.

Paola Conteras is a parent of a child at Christopher House. She expresses concern regarding the lack of communication between the administration and parents and cites a COVID incident on-campus that she believes was not properly handled by staff.

Gardenia Mejia who is a parent mentions to the board that she had removed her child from Christopher House because she feels that there have been negative changes at Christopher House during the COVID-19 pandemic.

Rosa Bazan is a parent of a child who attends Christopher House. She expresses her concern to the board regarding the strained relationship between the administration and parents and the lack of communication.

Farah Chamochumbi is a parent of a child at Christopher House elementary. She expresses concern in regards to her child's progress in school and the quality of education.

Kayla Jackson is a parent of a child in the early childhood program. She expresses concerns related to the way an incident with her child was handled.

Ana Bazan is a parent of a child that attends Christopher House. She would like to express to the board that she is concerned about the communication between the administration and the parents.

Cindy Perez expresses the need for the board to respond to parent concerns.

Libby responds to the parents with reassurance that as long as she is hearing that communication is lacking among staff and parents, we will continue to work to address this. Hiring new staff and focusing on staff retention has become the Leadership Team's top priority. With the decline of COVID-19 cases citywide, there has also been a reduction of restrictions and we are able to come back to in-person instruction. Libby is hopeful that things will return to business as usual as COVID restrictions begin to diminish. She continues to encourage parents to connect with the administration as issues arise.

Adnan thanks the parents for their comments and explains that the pandemic has put a lot of stress on both staff and Christopher House families and asks each for their patience as the administration works to remedy their concerns.

Minutes and Consent Agenda. Presented by Adnan Assad and Becky Seibel

Motion made by Rolando Acosta and seconded by Jeff Kemerley, and carried unanimously to approve the January 26, 2022 Board Meeting Minutes.

There are four items on the consent agenda for approval:

- 1.) DFSS Early Head Start Budget Revision
- 2.) Federal Early Head Start Budget – carry over funds
- 3.) PY23 Selection Criteria
- 4.) Parent Policy Council Meeting Agendas & Minutes (November, January and February)

Temok asks where the February Parent Policy Council meeting minutes. Karen responds that the agenda has only been included in the packet as the February minutes have not been approved to include in tonight's packet

Motion made by Roberto Interiano and seconded by Kenny Langston, and carried unanimously to approve the consent agenda. Temok Contreras-Hernandez abstains.

President's Report, Presented Adnan Assad

The deadline to complete the OMA training is approaching on Monday, March 14. Christina will be sending a reminder out to those who still need to complete their training tomorrow.

CEO Report, Presented by Libby Shortenhaus and Juan Villalobos

Libby is pleased to announce that we are close to making an offer for the Chief Financial Officer.

Family Support Services is close to being fully staff once again. Juan Villalobos, who is here tonight for his first board meeting, is the new Director of Family and Community Engagement.

Juan introduces himself to the board. As the new Director of Family and Community Engagement, Family Support Services is committed to focusing on collaboration and communication among teams, engaging with parent, connecting with schools and outreach. Other areas that we are focused on include education and employment and mental health.

DEI Task Force Update, Presented by Julie Dakers

Christopher House has done a lot of work around DE&I. Our current goal is to have an equitable work culture where teams are collaborating to promote inclusion and make progress towards our mission of closing the opportunity gap. We aim to have an in-tact cohesive educational model that is positioned to grow. We will continue our focus on thought leadership and explore opportunities to expand.

The Change Coaches Project kicked off in September which began with an initial review of historical data including an employee culture survey. Data was then gathered for a comprehensive HR audit. The data was used to create a road map of where we'd like to be in the next two years.

Board Development Committee

Libby announces that the Board Development Committee will postpone updates until the May board meeting as we are short on time.

Strategy Committee, Presented by Kenny Langston

As of mid-year, the Leadership Team is currently on-track with 86% of their goals. Some critical goals have been reassigned and other have been postponed until the Leadership Team is fully staffed. Significant work has been accomplished in hiring and recruitment due to the challenges of the pandemic and staff turnover. The good news is that the data shows we are turning a corner and making significant progress.

External Affairs Committee Report, Presented by Jeff Kemerley

The Thrive Benefit is on May 5th at Morgan Manufacturing. The main aspects of the benefit include attendance and ticket sales, live and silent auctions, and sponsorships. With these we are hoping to make our \$700,000 goal for this year.

We are pleased to announce the co-honorees for this year, Erikson Institute and Opus Group. Erikson Institute has had a long-standing partnership with Christopher House and have helped us achieve our commitment to excellence. Opus Group has also been a long-standing partner of Christopher House and supporter of our early education programs. They also have recently awarded us with a \$50,000 grant opportunity.

We are currently working to create videos which will be played at the benefit which will illustrate the resilience of our scholars and teachers and the work we have done over the last two years.

The External Affairs Committee needs assistance with assembling a host committee, auction items and sponsorships.

Finance Committee, Presented by Steve Raquet

Year to date private revenue is 11K favorable to budget. Childcare revenue is 366K under budget. Early Head Start is 248K favorable to budget.

Expense such as salaries are 222K under budget and total expenses are 110K under budget.

The PPP loan forgiveness is a gain of \$1,214,737.

Cash flow projects to end the year with a \$2 million operating cash balance.

Motion made by Kim White and seconded by Kenny Langston, and carried unanimously to adjourn into Executive Session

Meeting adjourned into Executive Session at 7:45

Motion made by Joe Hammond and seconded by Roberto Interiano, and carried unaimouly to approve CFO candidate for hire.

Motion made by Kenny Langston and seconded by Jeff Kemerley, and carried unanimously to vote Alex Maturi and Meghan Kiesel as new members of the Christopher House Board of Directors

Motion made by Joe Hammon and seconded by Roberto Interiano, and carried unanimously to adjourn the meeting.

Meeting adjourned at 8:06 PM