

# Chicago Education Partnership<sup>SM</sup>

## Board of Directors' Meeting Minutes September 9, 2015

The Board of Directors of Chicago Education Partnership (CEP) held a regular meeting at DLA Piper, 203 N. LaSalle, Chicago, IL. The following directors were present at the meeting: John Fellowes, Suzy Francis, Connie Giere, Vivette Payne, and Donnita Travis. Tim Wiens attended via teleconference. Mike Rogers, CEP Executive Director, was also present. Donnita Travis chaired the meeting and Connie Giere acted as secretary.

A quorum of directors being present and all directors having received prior notice of the meeting or having waived notice of the meeting, the Chair called the meeting to order at 8:00 a.m. The Chair opened the meeting with a welcome to new Board member, John Fellowes. The Chair congratulated the Board on a successful opening of CEP. The Chair shared that it is rewarding to visit classrooms and witness learning taking place.

Having received the agenda for the September 9, 2015 Board meeting and the minutes of the June 4, 2015 Board meeting in advance, Vivette Payne motioned to approve the agenda and the minutes, Suzy Francis seconded, and the Board unanimously approved the agenda of the September 9, 2015 meeting and the minutes of the June 4, 2015 Board meeting.

### **Executive Director Report**

#### **A. Financial update**

##### **1. Gifts and Pledges**

- i) \$100K received since beginning of fiscal year. Goal is to engage more individuals and organizations. Last year's gifts of \$300K were primarily one time pledges with the hope to extend to ongoing giving. Over a year ago, CEP applied for a three-year federal Charter School Program (CSP) grant of \$750K, but was initially denied. After responding to questions related to CEP's relationship with By The Hand, CEP was awarded the \$750K grant to be spread over the next three years. CEP is required to provide reports on expenditure of grant dollars.

Application for Walton Foundation Grant will be submitted by due date of 9/15/15. This \$250K grant was initially denied due to perceived conflict of interest with BTH. Will be pursuing Gates Foundation Next Generation Learning grant, which includes \$30K for first year as part of the Breakthrough program. After a year, CEP can apply for the second phase of the grant, which is \$250K.

- ii) Fundraising goal is \$650K. CEP has received \$100K of the pledged \$650K. Discussion ensued about other organizations that should be approached for giving to CEP now that the school has opened. Chair questioned the status of CPS funding. First payment was late, but have since received 100%. On October 5, the twentieth day for CPS, CEP will receive the per pupil allocation based on enrollment on that

day. CEP expects to receive \$150K of the remaining start up money by the week of October 19. CPS reimbursement accounts for roughly 75% of CEP funding. Current cash flow is positive.

## 2. Line of Credit

Remainder of LOC with BTH was paid off at the end of August. The opportunity to tap into LOC during October is available, if needed.

## B. Other updates:

### 1. Hiring

i) Refer to attachment entitled CEP Hiring Update. CEP is fully staffed. Key highlights and discussion points:

- (1) 50% of staff members with extensive charter school experience.
- (2) 20 total positions.
- (3) Did not hire tutor or front office staff.
- (4) Three staff members are from Austin neighborhood.
- (5) Eight staff members are African American.
- (6) The current student teacher ratio 17:1.

Chair commented on the efforts to achieve diversity per discussion at 6/4/15 Board meeting. Discussion followed regarding the benefits and drawbacks of implementing a hiring committee to assist in review of resumes, provide advisory input, and other assistance in staffing, as appropriate. There was unanimous agreement from the Board to maintain the current model whereby the Executive Director maintains responsibility for hiring decisions and is accountable to the Board for maintaining the stated diversity standards. The Board recommended that hiring and staffing updates become standing agenda items for future Board meetings.

### 2. Enrollment

i) 170 students currently enrolled; 100 kindergarteners and 70 first graders. There is a wait list of 35 students for kindergarten. Model is predicated on 90/90 split between the two grades. CEP has until October 5<sup>th</sup> to get the last 10 students enrolled in order to receive the full CPS enrollment dollars. Recruitment efforts for first graders are largely word of mouth and referrals from families. CEP anticipates an increase now that CPS is in session. There are no referral efforts being made through BTH, and if inquiries are made about Moving Everest (ME), they are referred to the ME web site or directly to the school.

## C. Compensation study

1. Refer to attached salary comparative study of Chicago charter school Principal and Director salaries. Range for Principals is \$106K to \$160K. CEP Principal salary is \$110. Charter school Director salary range is \$133K to \$269K.

#### **D. Open Meetings Act training**

All Board members were encouraged to complete Open Meetings Act training, if not already completed.

#### **E. FOIA**

1. ME received its first request for information on the first day of school. The request was for employee names, salary, gender, experience and certification. It is anticipated that there will be ongoing requests for information. The Board recommended that staff be educated on how to handle these situations, ensuring that the Executive Director is immediately informed.

#### **New Business:**

#### **F. Authorize Cedarstone**

The Board discussed the addition Cedarstone personnel as Signers on existing checking account.

Upon motion duly made and seconded, the Board unanimously approved the following resolution. **RESOLVED:** Felicia Bullock, Lorraine Zander and Pam Sheldon be added to current signers as having authority to transact business with the same powers granted to current signers for Chicago Education Partnership's checking account (xxx0284) with Providence Bank.

#### **G. Establish Public Participation Guidelines**

Refer to CPS guidelines for public participation at meetings. Open Meetings Act specifies reasons for closed sessions. Question was raised regarding meeting location and time. Agreed to keep current location. Discussed possibility of annual meeting at the school. Mike Rogers will pursue setting this up. Per CPS public participation guidelines, CEP Board will provide ten participant slots, each with a two-minute maximum speaking time.

Upon motion duly made and seconded, the Board unanimously approved the following resolution. **RESOLVED:** Move to accept the CPS Guidelines for Public Participation at Meetings, with the exception of CEP offering ten (10) slots of two (2) minutes each for public comments related to issues of concern or related to CEP.

#### **H. Registered Agent**

Upon motion duly made and seconded, the Board unanimously approved the following resolution. **RESOLVED:** Move to select Connie Giere as the CEP Registered Agent.

#### **I. Acceptable Use – Internet Policy**

Refer to attachment entitled Internet Safety Policy – Moving Everest Charter School. The Board reviewed and discussed the policy. The CIPA (Children's Internet Protection Act)-compliant policy acknowledges that procedures and technology are used by Moving Everest

Charter School to monitor children, provide cyber-bullying education, and protect them from online material deemed harmful or obscene.

Upon motion duly made and seconded, the Board unanimously approved the following resolution. **RESOLVED:** Move to adopt the Moving Everest Chart School Internet Safety Policy.

**Next Board of Directors Meeting**

Wednesday, December 9, 2015 at 8:00 a.m. at 203 N. LaSalle, Chicago, IL.

**Adjourn**

No further discussion. The Chair adjourned the meeting at 10:00 a.m.