

The Chicago High School for the Arts
Board of Directors Meeting
William Blair & Company, 222 W. Adams Street

Minutes for March 12, 2012

Present: Duffie Adelson, Marge Collens, Elissa Efroymsen, Sondra Berman Epstein, Francia Harrington, Laura Head, James Mabie, Kay Mabie, Terry Mazany, Susan McKeever, Sylvia Neil, Janice Posner, Charles Slamar, Neal Zucker and Pam Strobel via phone

Absent: James Alexander, Armando Almenderez, Carlos Azcoitia, Joo Youn Boe, Carole Brown, Amina Dickerson, James Gandre, Sandy Guthman, David Herro, Betsy Holden, Julie Hurvis, Ramsey Lewis, Ralph Rydholm and Steve Solomon

Others present: Yanira Cirino, Camille Kuthrell, Jose Ochoa, Terri Milsap and Dorothea Roque

Quorum: No

This meeting of the Board of Directors of The Chicago High School for the Arts (“ChiArts”) was held pursuant to Call & Notice served on all Directors, a copy of which is attached to these Minutes. Board Chair, Jim Mabie (“Jim M.”), called the meeting to order at 3:08 p.m. and then conducted the meeting in accordance with the Agenda, a copy of which is attached to these Minutes.

Approval of January 9, 2012 Minutes

Francia Harrington (“Francee”) moved to approve the minutes and Janice Posner (“Janice”) seconded pending approval from additional board members.

Executive Director Report

Jose Ochoa (“Jose”) thanked Pam Strobel (“Pam”) for her arranging for ChiArts juniors to visit the University of Illinois, Urbana Champaign. The post secondary counselor, Heather McCowen (“Heather”) will attend the board of directors meeting in May to give a full report of college visits, ongoing post-secondary efforts and upcoming opportunities. Heather’s report will supplement the information already shared with the board via email and will include efforts aimed at Chicago based colleges and universities. Jim Alexander connected Heather with The Posse Foundation soon after her hire and she has become familiar with the application process and type of students recruited for the program. The Posse Foundation partners with institutions of higher education to provide a select group of students with guidance, mentorship and full tuition to attend a four-year college or university.

Admission notification letters were mailed 2 weeks ago to 8th grade applicants seeking admission to ChiArts. Already, 118 of 172 students have accepted their admission offer. Ashlee Hardgrave is the new student recruitment coordinator and is transitioning well into the position. As of today, only 10 students have declined their acceptance offer. Walter Payton College Prep and Whitney Young Magnet High School continue to be ChiArts’ major competition. The recruitment department will follow-up with admitted applicants via telephone to secure students for enrollment.

Jose explained the application process again. Students who submit a timely completed application and meet the minimum academic requirements are eligible for an audition. Auditions are scheduled and students are assigned to audition groups based on their arts area and experience. Novice students audition with novices and advanced students audition in an advanced group. Students are scored by a panel of adjudicators, the conservatory department head, a teacher and a non-ChiArts working professional artist, according to a rubric. Top scoring students are invited to a second "call-back" audition. Admission decisions are then determined.

Four ChiArts students qualified for the Chicago August Wilson competition finals. The April event was co-sponsored and hosted at the Goodman Theatre.

David Herro and Jay Franke will sponsor a group of ChiArts students to attend the performance/exhibit, "*red, black and GREEN: a blues*" featuring Chicago artist, Theaster Gates, at the MCA in April.

Jose informed the board that the guitar, vocal and string ensembles will now have fee rider for performances, much like the jazz combos. Please direct all inquires to Jose and Yanira Cirino. Francee suggested that booking information and fees for student performances be included on the website.

Teresa Milsap ("Terri") gave the principal's report. The algebra II teacher resigned in February in order to pursue a corporate career. A replacement math instructor was hired and will take over for the remainder of the school year. The part-time security guard was recently terminated and efforts have begun to find a replacement.

Junior students will take the ACT on April 24th and 25th. ChiArts will host a Kaplan ACT prep course and a math specific prep on the weekends. The Advance Placement program continues to grow and new courses will be offered next school year. A meeting hosted for parents to learn more about AP offerings was well attended.

ChiArts administration continues to work with Jadine Chou ("Jadine") to ensure the safety and security needs of the school are being met. Thanks to additional contributions from the board, an off-duty security officer was hired to help with supervision during dismissal, in addition to an officer provided by CPS. Safe passage workers are present outside the school during the morning commute. Jadine will continue to meet with ChiArts parents on an ongoing basis and begin working on the safety and security plan for next year.

Janice gave an update on the Parent Support Organization (PSO). The PSO decided to scale back on committee initiatives this year and instead focus energies on supporting existing efforts throughout the school. PSO will also focus on being good ambassadors for the school and have increased their presence at ChiArts programs and events.

PSO election proceedings are underway. The nomination committee is composed of 5 parent volunteers according to the bylaws who will help reinforce the mission of the PSO as a support organization. The nomination committee will prepare a slate of candidates for the April meeting, and officers will be elected at the June PSO meeting. The candidates will be vetted by ChiArts administration in advance of the elections to ensure all candidates are in good standing.

Jim M. and Kay Mabie ("Kay") will attend the next PSO meeting to clarify the role and function of the board of directors.

Charles Slamar (“Charlie”) explained that ChiArts is subject to the Open Meetings Act whereby the public can attend board of directors meetings. Moving forward, provisions will be made to accommodate parents, staff and community members who wish to attend these meetings and the minutes will be posted on the ChiArts website. The agenda for each meeting must be posted at least 48 hours in advance and along with the time and location address.

Finance Report

Jim M. gave the finance report on behalf of Joo Boe. The audit is complete and the findings are available for the board to review. IRS Form 990 is also complete and will be posted on the website. Jim M. reviewed the budget handout for FY 2012 (projected vs. actual). Jose, Terri and Dorothea worked to make necessary cuts in order to have a budget more in line with the \$2.5M fundraising goal.

Board Affairs

Charles Slamar (“Charlie”) gave the board affairs report. Pauline Montgomery’s name was vetted for membership. Her husband is a prominent attorney in Chicago and Susan McKeever is working to schedule Pauline to tour the school. Kay sits on the Goodman Theatre board with Pauline and thinks she would be a fine addition to ChiArts’ board.

The board matrix revealed the need for a member with HR expertise. Charlie asked the board to consider prospects with this talent.

Jim M. announced Amina Dickerson’s (“Amina”) resignation from the board and called for a motion to accept. Sylvia Neal moved, Marge Collens seconded and those present unanimously approved the motion to accept Amina’s resignation from the board.

Marketing, PR & Special Events

Francee will ask Hill & Knowlton public relations’ team to assist with publicity efforts for the gala, Kerfuffle. Francee is also making arrangements for several tours including Michelle Boone, Commissioner of Cultural Affairs and Special Events, and Jean-Claude Brizard, Chicago Public Schools’ CEO.

Sondra Berman Epstein (“Sondra”) would like to schedule a date in May for some people who attended the event she and Neal hosted to tour ChiArts. Sondra found the annual report to be helpful tool to encourage new prospects give to the school.

ChiArts’ first gala is slated for May 8th at Victory Gardens Theatre—cocktails and hors d’oeuvres followed by a performance and post-show dessert reception. Victory Gardens donated use of their theatre for the event. Ticket prices start at \$250 per person and seating for the performance is general admission. Sondra urged the board to help identify sponsors for the evening and invite guests. Pam suggested contacting Google for sponsorship. The event entitled Kerfuffle, meaning commotion, will feature student performers along with musician, Ramsey Lewis, and actor, Robert Breuler. Bill Kurtis will be the M.C.. Mayor Rahm Emanuel was named the honorary chair.

Chairman's Report

Jim M. gave an update on development committee on behalf of Sandy Guthman. \$494,000 in new gifts was received between December 2011 and February 2012 and annual report solicitations returned about \$56,000. Chairman's Funds payments were \$290,000; contributions from the board to address the security issues have resulted in \$31,000; and \$21,000+ was raised at Epstein /Zucker cultivation party.

Approximately \$250,000 is needed to continue to occupy Doolittle (East and West) next year. The expectation is that CPS will absorb the total costs of Doolittle East renovations and upgrades. A ChiArts designated entrance needs to be constructed, as well as a separate lunchroom.

The freshman academic classes and the visual arts conservatory will be based out of Doolittle East.

Jim M. encouraged the board to attend a student performance, a list of which is attached to these minutes.

There being no further business to come before the Board, Marge moved to adjourn, Janice seconded, and the board unanimously approved. Jim M. adjourned the meeting at 4:55 p.m. and then held an executive session.

Respectfully submitted,

Charles Slamar

Secretary