

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

### **Minutes for November 12, 2012**

**Present:** Duffie Adelson, James Alexander, Carlos Azcoitia, Joo Boe, Marge Collens, Elissa Efroymsen, Sondra Berman Epstein, James Gandre, Sandra Guthman, Mirja Haffner, Francia Harrington, Julie Hurvis, James Mabie, Kay Mabie, Terry Mazany, Janice Posner, Ralph Rydholm, Charles Slamar, Pam Strobel, Neal Zucker; and Sylvia Neil via telephone.

**Absent:** Carole Brown, Laura Head, David Herro, Betsy Holden, Ramsey Lewis, Susan McKeever, and Steve Solomon

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

**Quorum:** Yes

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 3:04 p.m. and then conducted the meeting in accordance with the Agenda, a copy of which is attached to these Minutes.

Jim M. recognized the following board members for their recent contributions to the school and honors in the Chicago community:

- James Alexander (“Jim A.”) will be honored by Dominican University.
- Sylvia Neil (“Sylvia”) for hosting a recent cultivation event at her home and Francia Harrington (“Francee”) and Mirja Haffner (“Mirja”) for their help in its planning.
- Neal Zucker for donating window washing services to the school.
- Elissa Efroymsen (“Elissa”) and the Efroymsen Family Trust for their gifts: \$150,000 over 3 years for academic tutors and \$8,000 grant for a chorale teacher.
- David Herro for his \$20,000 gift to purchase photography equipment for visual arts department.
- Carlos Azcoitia was elected to serve as the chair of Northeastern Illinois University board of trustees.

### **Approval of September 24<sup>th</sup> Minutes**

Ralph Rydholm moved to approve the minutes, Julie Hurvis seconded and the board unanimously approved.

### **Parent Support Organization (PSO)**

Janice Posner reported a high attendance at the last PSO meeting where a turkey was raffled in celebration of the holiday. The guidance counselor, Dana Grube, is scheduled to present at the next

meeting where she will discuss credit recovery and highlight ways to better utilize the grade monitoring system, “*Teacher Ease*”.

### **Marketing/PR/Special Events**

June 7, 2013 is the slated date for ChiArts’ first graduation. The ceremony will take place at the Harris Theatre and will be a non-traditional event.

The marketing/pr/special events committee is working on other fundraising opportunities that may include a pre-show reception for “Eat-to-the-Beat”, Kerfuffle, and a graduation luncheon. The committee will report back once details are further decided.

### **Finance Report**

Joo Boe (“Joo”) reported that the FYE 2012 compliance and financial audits were completed on time. A brief summary of FYE 13 budget was distributed highlighting public and private funding sources and expenditures along with a FYE 13 quarterly budget detail. FY 13 actual plus projected reflects an anticipated deficit of approximately \$525,000. This amount is decreased by the cash carry forward from the previous year of approximately \$54,000. In addition, José Ochoa (“José”) is working to reduce \$175,000 from the budget in operating expenses. Therefore it is anticipated that the Board must raise approximately \$300,000 in new cash and commitments to balance the budget. Joo asked the board to review budget handouts and direct specific questions to the finance committee. In addition, she is under the impression that IRS Form 990 for FYE 2012 is complete and will be available for review on the ChiArts website.

Joo further reported that the Chicago Public School teachers’ strike caused a delay in the disbursement of funds to ChiArts. As a result, we needed to use monies from the Elizabeth Morse Genius Working Capital Fund to cover a portion of current operating expenses. This Fund was suggested by Jim A. and funded with contributions from The Elizabeth Morse Genius Charitable Trust, Jim and Kay Mabie, and David Herro. While a portion of the monies withdrawn must be repaid within 90 days to avoid penalties, Joo explained the procedure to assure that such monies would be quickly restored. Further, the finance committee will work to better estimate the timing of monthly expenses in order to avoid similar financial situations in the future.

### **Development Report**

Sandy Guthman (“Sandy”) reported that ChiArts has \$365,000 of foundation proposals outstanding. She is hopeful that a good amount will be granted.

Latz & Wall has been retained to write a comprehensive job description for the new development director position and refresh ChiArts case statement to reflect the school as an established and sustainable organization rather than a start-up school. Toni Smith, the new Chair of Executive Service Corps of Chicago, will spearhead the search for the development director.

Mirja is drafting “thank you” letters for all the guests who attended Sylvia’s home reception.

Sandy closed her report by urging the board to schedule prospects for school tours. Tours can easily be adjusted to accommodate time preferences and special interests.

### **Principal's Report**

Terri Milsap ("Terri") reported that total enrollment is 580 students, 20 students short of the full capacity goal. She is working with the student recruitment coordinator to transfer in 6-7 students before the close of the semester.

Special education teacher and case manager, Tammy Walker, recently tendered her resignation to accept a CPS administrative position. Terri will work with the instructional coaches to hire a replacement as soon as possible. Math tutors will begin working with students tomorrow and interviews are still underway for writing tutors. Terri thanked Elissa, again, for her support of the tutor program.

The seniors are busy working on college applications: 896 applications were started; 209 completed; and 22 students have already been accepted. 45% ChiArts seniors plan to major or double major in an arts field. 3 students have advanced the final round of the Posse program, which provides full scholarship and support to a group of students throughout their undergraduate education. 1 student has progressed to the final round of Quest Bridge; 2 students are in the Chicago Scholars Program; and 1 student received a \$16,000 annual scholarship at an admissions event to attend Augustana College. James Gandre asked Terri to compile a summary of the schools ChiArts students applied to and acceptance rates for the board to review. Charles Slamar asked if we could also note how many of our seniors would be first generation college students.

A few students are not on track to graduate on time and will need to make up credits over the summer or return for an additional semester(s). Credit recovery opportunities are in place and some students are working with the guidance counselor to create a plan for completion.

### **Executive Director Report**

In October, ChiArts hosted the Midwest Visual and Performing Arts Fair with more than 140 representatives from colleges, universities and conservatories, attended by nearly 800 visitors. The visual arts conservatory hosted a mini portfolio day that was attended by 30+ college counselors who were very impressed with the quality of work and noted that ChiArts students presented some of the most advance portfolios they have reviewed.

ChiArts was a host school for the Arts School Network Conference and Terri did an excellent job of highlighting the school.

Nate and Julie Gunn recently toured ChiArts and were well received by the students who were very knowledgeable of the two musicians.

University of Illinois will pilot a musical theatre program with the help of ChiArts department head, Rob Chambers. Pam Strobel ("Pam") acquainted U of I with the structure of ChiArts' musical theatre program via a school tour last year.

Applications for the incoming freshman class are up 27% this year. The process is going smoothly and is very well organized.

José is working with development associate, Yanira Cirino, to plan a dress rehearsal performance of ChiArts musical, "Company", for board members on December 13, 2012. More details will follow.

### **Board Affairs**

Jim A. presented a proposed amendment to the by-laws reducing the number of board members required for a quorum. After discussion, the resolution was referred back to the Board Affairs Committee for revision and presentation at a future board meeting.

Jim A. reminded the board that meeting notices and materials should be distributed 7 days in advance of meetings.

Pam reported that the board affairs committee met on October 25<sup>th</sup> and will meet again in December to review the list of board member candidates. She alerted the board to the need for new members who can contribute to our diversity and fundraising goals.

### **Public Comment**

There were no public comments.

### **Executive Session**

The Board adjourned into Executive Session.

After the Board returned from Executive Session, there being no further business to come before it, Sandy moved to adjourn, Jim A. seconded, and the board unanimously approved. Jim M. adjourned the meeting at 4:45 pm.

Respectfully submitted,

Charles Slamar

Secretary