

The Chicago High School for the Arts
Board of Directors Meeting
The Chicago High School for the Arts, 2714 W. Augusta Blvd., Chicago, IL 60622

Minutes for November 17th, 2014

Present: Duffie Adelson, James L. Alexander, Joo Boe, Warren Chapman, Marge Collens, Elissa Efrogmson (via telephone), Sondra Berman Epstein, Jay Franke, Carol Friedman, Sandy Guthman, Mirja Haffner, Francia Harrington, John Hart, Betsy Holden (via telephone), Julie Hurvis, Alan Jagiello, Shruti Jayaraman, James Mabie, Kay Mabie, Sylvia Neil, Charles Slamar, Steve Solomon (via telephone)

Absent:, Sarah Bader, Jackie Bratland, Michelle Esfahani, Ron Grais, Terry Mazany, Susan McKeever, Zarin Mehta, Pam Strobel, Neal Zucker

Others Present: Lana Beardslee, Nicole Fishman, José Ochoa, Jessica Ramirez, Doug Ray

Quorum: Yes

This meeting of the Board of Directors of The Chicago High School for the Arts (“ChiArts”) was held in pursuant to Call & Notice served on all Directors, a copy of which is attached to these minutes. Board Chair, Marge Collens (“Marge”), called the meeting to order at 3 p.m. She conducted the meeting in accordance to the agenda, a copy of which is attached to these minutes.

Approval of the June 17, 2014 Minutes

Kay Mabie (“Kay”) moved to approve the September 8th, 2014 board meeting minutes. Sandy Guthman (“Sandy”) seconded. The board unanimously approved.

Executive Director’s Report

José Ochoa (“José”) brought the board’s attention to the dashboard report created by Jessica Ramirez (“Jessi”). The dashboard includes key performance indicators to keep the board apprised of all major progresses of The Chicago High School for the Arts (“ChiArts”). José stated this will be updated every year and it is his goal that ChiArts will have reached all of their benchmarks by the end of the fiscal year. José clarified the discrepancy between ChiArts graduation rate and the rate used by the Chicago Public School (“CPS”) system. The rate used by CPS counts students who start their freshman year in a CPS school and graduates in a CPS school. It does not count any transfers to schools outside of the CPS system. The rate used by ChiArts counts all students who begin their senior year at ChiArts and graduate at the end of the year. José also reported that ChiArts is now registered in the Illinois High School Association which means the school can now compete with other schools in the system.

Principal's Report

Nicole Fishman ("Nicole") gave a brief report on student data and what ChiArts is doing to address their social, emotional, and academic needs. Nicole pointed out that in order to address students' academic needs you need to first address their social and emotional needs. ChiArts now has two counselors, one clinical therapist and one student and family services coordinator. In the months of September and October students met with the guidance counselors over 400 times. Nicole also reported on the various methods she is using to track student data over the school year which is used to assess both student and teacher performance.

Board Affairs

Sylvia Neil ("Sylvia") presented two items to the board: the Board of Directors Roles and Responsibilities handout and a list of donors. Sylvia explained the Board Affairs committee has been working on creating a list of standards for prospective and current board members. She presented the handout as a motion from the committee and asked for a second. Duffie Adelson ("Duffie") seconded. Sylvia informed the board there were various opinions regarding the inclusion of a minimum donation in the Roles and Responsibilities and the decision was to include a list of donors to the handout so any prospective board members can see donation levels of current board members. After some discussion the board decided on a final version which Sylvia presented as an amended motion and Sandy seconded. The board unanimously approved.

Constituent Communications

Kay reported that the number of art partners has increased. Jessi reported that the ChiArts newsletter has a 32% open rate which is higher than the average non-profit open rate of 23%. Jessi also noted the newsletter is sent to 3479 people, an increase from 2761 last year.

Finance Committee Report

Joo Boe ("Joo") reported that as of September 2014 ChiArts is projected have a surplus of about \$250,000 on a cash basis after covering all move expenses. Joo stated that part of this is due to some additional funds from CPS on the per student base allocation and from a generous donation from the Polk Brother Foundation. Joo had asked Doug Ray and Candace Gregory to put together some top line numbers for private funding. As of October the number was approximately \$100,000 a head which Joo felt very positive about. Joo then brought the board's attention to the summary of financial statements and shared that ChiArts is fully paid out on the Elizabeth Morris Genius Working Capital Fund and they do not expect to have to dip into those funds. Joo also shared that the finance department completed the FY14 audit on time for the first time in 4 years. Joo also reported that ChiArts transition to ADP is approximately 80% done and should be completed on our part by Thanksgiving.

Betsy Holden moved to approve the FY14 audit and Joo seconded. The board unanimously approved.

Development Report

Jessi, Director of Development, reported that as of 11/17/14 development has a little over 2 million for the year including verbal pledges. This means we have approximately \$485,000 left to raise, not including the money that will be raised at Kerffufle. Jessi noted that unlike the finance report, the development report included October so that the board can see current numbers.

Jessi and Mirja Haffner (“Mirja”) and Francina Harrington (“Francie”) updated the board to various development events, including the Fall Salon which had about 100 people in attendance and will become an annual event. Mirja also shared the brochures for the new development initiative Creative Circles which will be directed toward garnering a larger number of smaller gifts. Jessi also reported that Ada Street Restaurant has partnered with ChiArts for the month of December and is serving a signature ChiArts cocktail and all proceeds from those sales will go back to the school.

Sondra Berman Epstein (“Sondra”) reported that the Stewardship and Cultivation Committee will be hosting 3 open houses at ChiArts to bring in major donors and prospective major donors. The open houses will be held on 12/11/2014, 1/12/2014, and 2/17/2014 all from 2:30-4:30 pm.

Francie reported that the development is still choosing arts partners for “*Kerfuffle!*.” Currently they are considering the Chicago Symphony Orchestra for music and the Chicago Shakespeare Theatre for theatre and would like to move ahead with both of those choices. For visual design they are considering Hyde Park Art Center and for dance they are considering Chicago Dance Festival, Kalipriya, and Columbia College. *Kerfuffle!* will be held in March or April but they are still looking for exact dates. Francie reported the possible venue choices, stating that the main requirement is a large enough stage for the students to showcase their talents. Mirja reported they have narrowed it down to either the Museum of Contemporary Art or the Art Institute’s Griffin Court. The development committee is also investigating raising ticket prices in order to create a more upscale event and engender a smaller audience. Francie and Mirja will utilize the feedback they received and will decide on the final venue and report back at the next board meeting.

Sandy reported on Major Gifts and thanked all who gave.

Program Excellence Committee

Duffie welcomed Carol Freidman and Kay to the committee and thanked them for joining.

New Business

Marge recommended hiring ChiArts students for parties and events.

Executive Session

Marge moved that the meeting move to Executive Session to discuss a personnel matter. Charles Slamar seconded. The Board unanimously approved. No action was required by the Board as a result of the session.

Public Comments

None

There being no further business, Duffie moved to adjourn the meeting and the board unanimously approved. Marge then adjourned the meeting at 4:58 pm.