

The Chicago High School for the Arts
Board of Directors Meeting
The Chicago High School for the Arts, 521 E. 35th Street

Minutes for September 30, 2013

Present: Duffie Adelson, James Alexander, Joo Boe, Jackie Bratland, Marge Collens, Michelle Esfahani, Jay Franke, Ron Grais Sandra Guthman, Mirja Haffner, Francia Harrington, John Hart, James Mabie, Kay Mabie, Terry Mazany, Zarin Mehta, Ralph Rydholm, Charlie Slamar, Pam Strobel; and Elissa Efroymsen, Betsy Holden, and Julie Hurvis via telephone.

Absent: Sarah Bader, Sondra Berman Epstein, Ramsey Lewis, Susan McKeever, Sylvia Neil, Steve Solomon and Neal Zucker.

Others present: Camille Kuthrell, Terri Milsap, José Ochoa, and Jessica Ramirez

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, Marge Collens (“Marge”), called the meeting to order at 3:00 p.m. After introductions of those in attendance, she conducted the meeting in accordance with the Agenda, a copy of which is attached to these Minutes.

Charlie Slamar moved, Kay Mabie (“Kay”) seconded, and the Board unanimously approved that the Board meet in closed session to discuss an employment and real estate issue, each of which qualifies under section 2(c) of the Open Meetings Act. At the conclusion of the session, Marge reported that no final action was required of the Board on either matter.

Pam Strobel (“Pam”) then introduced the newly elected board members: Jay Franke, Ron Grais, John Hart and Zarin Mehta. Teresa Milsap (“Terri”) introduced the new parent representatives to the Board: Jackie Bratland (“Jackie”) and Michelle Esfahani.

Approval of May 13 and July 1 Minutes

James Mabie (“Jim M.”) moved to approve the May 13, 2013 Board meeting minutes, Mirja Haffner (“Mirja”) seconded, and the board unanimously approved.

Jim M. moved to approve the July 1, 2013 Board meeting minutes, James Alexander (“Jim A.”) seconded and the board unanimously approved.

Parent Support Organization (PSO)

Jackie reported on the PSO’s fundraising goals, meals before performances, and the parent newsletter.

Board Affairs

Pam reported that the committee met twice over the summer and continues to review the names of prospects submitted for board consideration. They plan to distribute in the spring a board evaluation that was previously developed by Jim A. and distributed to board members a couple of years ago. Pam thanked Betsy Holden (“Betsy”) for her help developing the board matrix, which tracks the demographic and skills/expertise of each member. She then distributed a copy of the matrix for members to complete. Jim A. reminded the board to be sensitive to diversity and continue to assure that the board reflects the overall diversity of the school.

Finance

Joo Boe (“Joo”) announced that Connie Calderaro has resigned as Director of Finance. The finance committee along with José and an executive search firm conducted an initial search for a new finance director that yielded a limited candidate pool due to the combined accounting and operations responsibilities of the position. The committee plans to revise the job description and conduct a second round of interviews. In the meantime, a temporary replacement, Doug Ray, has been hired to help maintain finances and provide audit support.

Joo reported that although the compliance portion of our audit is complete, as a result of the transition in the Director of Finance position, the committee decided to delay the financial portion of the audit until late November. They expect to complete the audit by December 15th.

Development

Sandy Guthman (“Sandy”) reported that the Development committee will be restructured to better maximize its efforts. “Stewardship and Cultivation” will be a sub-committee of Development focusing on securing gifts between \$5k and \$10K. The remaining members will work to identify prospects with the capacity to provide support at the \$50 – \$100k level and explore ways to encourage current donors to renew their gifts once their pledges are fulfilled. The Director of Development, Jessica Ramirez (“Jessi”), will focus her fundraising efforts on foundations and will collaborate with our Vice Chair, Steve Solomon, to garner more corporate support of ChiArts.

Seven Chairman’s Fund donors (5 year, \$100,000 commitment) will complete their pledge payments this fiscal year. Each donor has been assigned to a committee member tasked with follow up and renewal.

The fundraising goal from private sources is \$2.5 million. \$900K has been received to date plus \$785 in pledges; leaving \$815k to be raised for FY14.

Kerfuffle

Mirja announced 2 upcoming event partnership opportunities to highlight ChiArts students. The jazz ensemble is scheduled to perform at cocktail reception on November 20th at Lurie’s Children’s Hospital. There is also an opportunity for the ensemble to perform for the Art Institute Auxiliary board at the first Sunday’s family holiday event in December.

Two Arts Partners have already signed on to be a conservatory “host” for this year’s Kerfuffle that is scheduled for May 7, 2014. Joffrey Ballet will represent dance and Ravinia will represent music.

A solicitation for corporate support is scheduled for distribution before the close of the calendar year.

Constituent Communications

Kay announced that the September issue of the Newsletter (issue #26) was just released. Jessi is responsible for creating the content for the newsletter, which will be distributed to ChiArts parents, students, staff and Arts Partners 7 times a year. An alumni website is in its beta stage.

Program Excellence

Duffie Adelson reported that she plans to meet with Terri and Jose Ochoa (“Jose”) in the near future. The Program Excellence committee will assess the tools needed to track student success.

Principal

Terri reported that 2 teachers are being replaced: French and Biology. She is working with the instructional coaches to review and interview candidates for these positions. In addition, our curriculum is being aligned with the common core. Terri further reported that 10-12 students transfer each year.

Executive Director

As a result of the low enrollment in our music program, José announced the rollout of the new writing conservatory at ChiArts. One of the founding English teachers, Tina Boyer Brown, has been working since the summer to create the curriculum and scope/sequence for the conservatory. The recruitment coordinator, Ashlee Hardgrave, has begun recruiting incoming freshmen for this conservatory. The addition of this new conservatory is expected to boost enrollment numbers without incurring more costs.

Public Comments

None.

There being no further business, Betsy moved to adjourn, Jim A. seconded, and the Board unanimously approved. Marge adjourned the meeting at 4:55 pm.

Respectfully submitted,

Charles Slamar

Secretary