The Chicago High School for the Arts Board of Directors Meeting  
February 3, 2020 at 3pm  
Location: Thresholds, 120 S. LaSalle

Participant Dial In Number: 712-770-4598; participant code: 284740

Call to order
- Approval of Minutes of December 16, 2019 Meeting

Announcements & Board Business
- Request for OMA Training Completion
- Public Participation Policy
  - Vote to adopt
- Committee Update
  - Vote to adopt

Executive Director’s Report
Jose Ochoa
Report on CMPI (Chicago Musical Pathways Initiative)
Betsy Ko

Principal’s Report
Terri Milsap

Finance Committee
Christine Gallagher

Development Committee
Johnny Merrifield
FY20 Fundraising Progress

PSO Update
Peter Doyle

New Business

Public Participation

5:00 pm Adjournment

Next Board Meeting:
Monday, April 20, 2020
3:00 p.m. - 5:00 p.m.
120 S. LaSalle St.
ChiArts Board Meeting December 16, 2019

The Chicago High School for the Arts
Board of Directors Meeting
3:00-5:00p.m.
Thresholds, 120 S. LaSalle
Minutes for December 16, 2019

Present: Duffie Adelson, Dana Berkowitz, Warren Chapman, Steven Collens, Peter Doyle, Elissa Efroymson, Christine Gallagher, Ronald Grais, Sandra Guthman, Shruti Jayaraman, Jim Mabie, Kay Mabie, Liza Pappas, Cynthia Plouché, Neal Zucker

By Phone: Sondra Berman Epstein, Samara Ludwig, Betsy Holden


Others Present: Tina Boyer Brown, Paul Cook, Shanan Egger, Dwayne Jervier, Heather McCowen, Johnny Merrifield, Terri Milsap, José Ochoa, Megan Sauve

Quorum: Yes

The meeting of the Board of Directors (the “Board”) of The Chicago High School for the Arts (“ChiArts”) was held pursuant to Call & Notice served on all Directors. Board Chair, Ronald Grais (“Ron”) called the general session to order at 3:27pm, following an Executive Session.

Approval of Minutes of October Meeting
Ron requested approval of the October Board Meeting minutes. All voted in favor. None opposed.

Executive Director’s Report
José Ochoa (“José”) led the Board in welcoming Terri Milsap (“Terri”) to the position of Principal. Terri spoke about her three current areas of focus: Safety & Security, Instructional Leadership, and School Culture.

José introduced Heather McCowen (“Heather”), ChiArts’ new Head of Engagement and Alumni Relations. Heather shared her five current areas of focus: Outreach, Admissions, Post-Secondary Outreach & Opportunities, Internal Graduation Support, and Administrative Support.

José shared that there are new Board Committees in the works, including one which will work with Heather – the Engagement and Alumni Relations Committee.
Finance Report
Christine Gallagher ("Christine") informed the Board that Dana Thomas has joined the ChiArts Finance Team.

Christine reviewed highlights of the proposed FY20 Budget, as well as additional Financial Documents. Christine anticipates a meeting in January when the first half of FY20 can be evaluated. We are working towards decreasing CPS fees and increasing CPS revenue. We look forward to scheduling upcoming conversations with CPS in order to discuss these potential increases and decreases.

Christine requested approval of the FY20 budget. Cynthia Plouché ("Cynthia") moved, and seconded by Elissa Efroyimson ("Elissa"). All in favor. None opposed.

Christine requested approval of the additional financial documents, contingent upon the Finance Committee providing a more thorough review. Elissa moved, all voted in favor, none opposed.

Development Report
Johnny Merrifield ("Johnny") shared updates on fundraising to date. Johnny also shared updates on our upcoming fundraiser, Kerfuffle.

We're still looking for corporate sponsorships for Kerfuffle. If you have any ideas or connections, please let Johnny know. Similarly, Elissa shared updates about the possible auction packages for Kerfuffle, and if anybody has any ideas or connections about auction items, please let Elissa know.

PSO Report
Peter Doyle ("Pete") and Liza Pappas ("Liza") shared updates from the Parent Support Organization ("PSO"). Engagement and attendance has been high this year. The PSO has been able to use various events as opportunities to do some fundraising, provide needed supplies, and continue to build community.

Conclusion
Ron adjourned the meeting at 4.38pm, motion seconded by Cynthia and approved by all.

Respectfully Submitted,

Warren Chapman
Secretary
Public Participation at Board Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board, subject to reasonable constraints.

To provide sufficient time for the Board to conduct its business, individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to three minutes.
3. The maximum period for citizen participation is sixty minutes. If there are more than 20 speakers, the Board President will allocate time among the speakers to ensure that citizen comment does not exceed sixty (60) minutes. If several individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson. Upon a simple majority vote of the Board, the citizen participation time can be extended beyond the 60 minute limit.
4. Observe the Board President's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
5. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
6. Conduct oneself with respect and civility toward others.
THE CHICAGO HIGH SCHOOL FOR THE ARTS
BOARD COMMITTEE DESCRIPTIONS & ASSIGNMENTS

Board Committees

Executive Committee
Hire, coach, and evaluate the performance of the Executive Director; approve and/or assist in long-range planning; review and assess the performance of individual board members; review and assess performance and functions of the entire board; oversee facility and capital improvements/needs.

Development
Without support in whole or in part by tax revenue and without determining the expenditure of tax revenue, monitor, support, and advise staff in various resource development strategies including public/private foundation giving and individual giving; establish linkages to the philanthropic community to support the attainment of the organization's resources and development goals; manage, guide, and participate in the development and implementation of the organization's individual solicitation programs and strategies.

Finance
Develop fiscal and investment policies for board approval; assist the Executive Director in the preparation of the annual budget; conduct quarterly reviews of progress toward financial goals; collaborate with staff to ensure all federal, state, and local filing and payment requirements and reports are completed in a timely manner; ensure that the organization is audited annually.

Program Excellence
Without support in whole or in part by tax revenue and without determining the expenditure of tax revenue, assist the Principal and Managing Director of Conservatories in identification of appropriate tools and strategies for evaluation of staff and programs; oversee implementation and evaluation of programs.

Board Affairs
Without support in whole or in part by tax revenue and without determining the expenditure of tax revenue, oversee board recruitment and orientation processes; recommend changes in board bylaws as needed; evaluate board composition and determine areas of expertise/skills for board training and recruitment; develop and make recommendations for board handbook; plan board retreats and other engagement opportunities as necessary.

Engagement & Alumni Relations
Without support in whole or in part by tax revenue and without determining the expenditure of tax revenue, monitor, support, and advise staff in various alumni engagement and post-secondary support initiatives; review and monitor outreach and admissions efforts and data, as well as alumni data; help guide strategy for engagement of arts partners and the arts community at large.

Marketing & Communications
Without support in whole or in part by tax revenue and without determining the expenditure of tax revenue, oversee the development and implementation of ChiArts' brand guide; advise staff in communication strategies; establish linkages to media and press contacts and opportunities to promote ChiArts to a variety of constituents; ensure all trustees are familiar with ChiArts' brand guide and help develop and disseminate communication tools to board members, as needed.
ADMISSIONS:
STRATEGIC PLANNING GOAL
- Novice student 9th grade entry remains between 50-70%
- ChiArts brand awareness and reputation in Chicago strengthened
- Connection to alumni strengthened to help support their career interests

Admissions is close to wrapping up audition season for the 2020-2021 incoming 9th grade class. Final attendance numbers are still being processed and will be available for the next report.

Auditions have run over the course of 7 days, with the last day on Feb. 1st. We’ve hosted 5 Saturdays and 2 evenings after school. These days include preliminary and callback auditions. As this is our 3rd year with the GoCPS Universal Application, we are continuing to hone our audition process to make the most of audition families’ time, as well as our adjudication staff and resources. The Admissions office has received more positive feedback this year from auditioning families on the smoothness of the audition days than we have in previous years. The feedback we have received from the adjudicating staff has also been mostly positive.

All audition results are due to CPS on Monday, February 3rd. CPS will release admission results on March 27th. The deadline for student responses has not yet been set. Admissions will be planning shadow days for students with admission offers as well as a family visit night, as soon as the decision window has been announced.

As part of our new structure, Tina Boyer-Brown (Head of Arts Conservatories) and Dr Heather McCowen (Head of Engagement and Alumni Relations) have attended and observed many of the audition dates to understand the process to see what supports the admissions team needs and to see where we can improve. They are very pleased with the tremendous work Laura Marsh and Bianca Corral (alum ’13) are doing. The admissions team feels much more supported and they have a better sounding board to work through challenges. One of Laura Marsh’s strengths is that she always keeps an eye on how the admissions process is vital to our mission, particularly our dedication to novice students, and having even more support through Tina and Heather reinforces our commitment to the students we need to serve.

HUMAN RESOURCES
STRATEGIC PLANNING GOAL
- Staff recruitment and development efforts reflect ChiArts commitment to demographic diversity
- Organization’s skills and ways of operating fortified, to support achieving ChiArts goals

We have prepared and will be distributing an initial employee engagement survey for all of our employees. This will be the first of a series of surveys to obtain information on our staffs’ morale and the working environment, and professional development. We will be collecting and sharing the results of the survey which will assist in determining the information to be included in the next survey.

Our finance firm EAB has added a new Payroll/Benefits person (Priyanka) to join the ChiArts team on 1/29/20. Dwayne Jerview, HR Director, has been coordinating with her to ensure she has all of the access needed and bring her up to date on the status on payroll/benefits/HR issues. We have begun to identify several projects that
will need to be completed to ensure the information in the various databases is current and accurate. Identifying and completing these projects will ensure we are in compliance with required actions.

Our Operations Assistant (Nick Fron) resigned and Dwayne has been working with Abbey Cullen, Assistant Principal, to identify tasks that Abbey has been completing in his absence. We have posted and are reviewing potential candidates for a new position that was created to encompass the previous IT position tasks as well as some added tasks related to facility maintenance. As those candidates with the preferred skill set are identified, they will be contacted for screening and any potential in-person interviews.

EXTERNAL PARTNERSHIPS

STRATEGIC PLANNING GOAL
- Novice student 9th grade entry remains between 50-70%
- ChiArts brand awareness and reputation in Chicago strengthened

We continue to build relationships with outside organizations and schools, thanks largely in part to Dr. Heather McCowen, our new Head of Engagement & Alumni Relations. Some of the recent work Heather has been doing has included groups such as ChiCAT (the Chicago Center for Arts & Technology), the Albany Park Theatre Project, the Puerto Rican Cultural Center, and Northeastern Illinois University. She is also in the planning stages of a new event next fall that will provide many post-secondary opportunities to our students. Dr McCowen and Tina Boyer Brown will be meeting with the new EAR board committee very soon!

SCHOOL AND STUDENT ACCOMPLISHMENTS

STRATEGIC PLANNING GOAL
- Targets set and growth demonstrated in pre-professional arts training and curriculum mastery
- Evidence of Students' voice and empowerment

Creative Writing:
- Creative Writing hosted a student Open Mic on January 14
- This spring, the department will publish their yearly Literary Magazine, Levitate

Visual Arts:
- 15 Visual Arts Seniors have work selected for this year's All-City Senior Portfolio Exhibition. Students with work in the exhibition: Ari Antos, Hailey Blair, Cecilia Budzyn, DeAndreya Carr, Luis Eguiguren, Victor Luis Garcia, Em Guzal, Clare Haffner, Imani Saucedo, James Uphues, Nayla Vasquez. Students with work in the slideshow: Julian Alarcon, Aidan Bell, Zoe Gomez, Jenna Lozano
- The Sophomore Gallery show will open on February 7 and runs through March 27.

Dance:
- The student choreography showcase took place on January 28. Always one of our most popular concerts, the student choreographers displayed their work to great applause.
- The Senior Dance concert will take place on March 19 & 20.

Theatre:
- On January 18, ChiArts competed in the Chicago Youth Theatre Festival at UIC (pictured below). TheatreFest is an adjudicated event that strives to bring students from the City of Chicago together to
observe, present, improve, and celebrate works of theatre students and connect students to college and career opportunities in the theatre arts. Harmony Palmore (MT '20) took first place in the monologue category, and ChiArts was awarded “Best Overall School / Program”!
- Our first ever Theatre “Lab Show” was held January 23 - 25, titled Intimacy of Chicago. Entirely student run - actors, directors, designers - the program featured 4 short plays written by Chicago-area playwrights, focused on the theme of Intimacy.

Music:
- In December, two dozen of our Music students toured the WBEZ studios and attended part of the recording process for their music criticism show, Sound Opinions.

ALUMNI SPOTLIGHT

STRATEGIC PLANNING GOAL
- Connection to alumni strengthened to help support their career interests
- Staff recruitment and development efforts reflect ChiArts commitment to demographic diversity

Alumni News:
- Kathleen Parker (ChiArts Music, Class of 2016), a University of Iowa student, has been named to the Dean's List for the recently-completed fall 2019 semester. Parker's major is Speech and Hearing Science in the UI's College of Liberal Arts and Sciences.
- Jordan Gasby (ChiArts Dance, Class of 2016), an Alma College student, has been named to the Dean's list for Fall 2019. Jordan is Majoring in integrative physiology and health science/dance.
- Miranda Dianovskv (ChiArts Music, Class of 2018) was named to Bradley University's Fall 2019 Dean's List. Dianovskv is majoring in Sociology and is among the 1900 students named to the Fall 2019 Dean's List.
- Nia Sarfo (ChiArts MT, Class of 2019), a freshman student at USC, is featured in a documentary film, Giving Voice, that follows the 2018 August Wilson Monologue Competition season. It premiered at The Sundance Film Festival last year!
- Taylor Cannon (ChiArts Theatre, Class of 2014) a graduate of NIU and a current ChiArts teaching assistant, has been cast as an understudy of the lead in the Goodman Theatre's upcoming production of Graveyard Shift. In the play, Janelle, poised to reap the fruits of her labor, relocates from Illinois to Texas in order to give love a chance. Meanwhile, a small-town police officer wrestles with the harsh realities of change. When their worlds collide, both are forced to confront the consequences of an imbalance of power. Inspired by the legacy of Sandra Bland, Graveyard Shift is an unflinching, open-hearted experience rooted in navigating a world full of fear.
The Chicago High School for the Arts
Finance Committee Review of the Financial Statements

Summary

- FY 2019 The Chicago High School for the Arts Financial Statements have been finalized and submitted to CPS in December 2019
- Received Financial and Operational Scorecard for 2018 – 2019: Meets Standards (Office of Innovation and Incubation)
- The 2020 budget is in process of being updated based on actual and expected collections
DEVELOPMENT REPORT

FY20 fundraising progress:
FY20 actuals represent gifts pledged and received as of January 28, 2020. To date we have achieved 68% of our overall goal. Current projections are based on actuals combined with our remaining FY20 pipeline.

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Individual Giving - 56% of total revenue goal, a 33% increase over FY19 actuals
- **Fall Appeal**: Letters dropped early in December. We sent to approximately 500 households, of which around 200 of those received personalized notes from trustees. Thanks to all who helped personalize! We raised $102,991 from this appeal.
- **Chairmen’s Fund**: In response to personalized solicitations to Chairmen’s Fund donors, we have raised $492,876 for the current fiscal year. Some of these gifts represent multi-year pledges.
- **Pipeline**: Includes Zell Creative Writing gift, Spring Appeal, additional Chairmen’s Fund prospects, and board gifts.

Grants - 28% of total revenue goal, a 3% increase over FY19 actuals
- **Recent payments & awards**: McMaster-Carr Supply ($4,500); D’Addario Foundation ($3,000 to support the Music Conservatory, and $1,000 in-kind for instrument products).
- **Pipeline**: Includes Dr. Scholl Foundation, REAM Foundation, Paul M. Angell Foundation, Poetry Foundation, and new prospects.

Keruffle - 15% of total revenue goal, and a 26% increase over FY19 actuals
- **Sponsorship**: Follow up with corporate prospects continues. We have had success securing KPMG as a new sponsor, and are in contact with several others. **If you have not yet made your commitment for Keruffle, please do so as soon as possible.**
- **Invitations**: Sent to a total of 600 households, of which 275 were personalized by trustees.
- **Live Auction**: A total of 5 packages are in the works representing each conservatory. We will begin to promote the auction electronically over the month of February.