The Chicago High School for the Arts Board of Directors Meeting
April 20, 2020 at 3pm
Location: Online, via Zoom

To attend via video conferencing, please reach out to Paul Cook, who will send the appropriate information.

Call to order   Ronald Grais
- Approval of Minutes of February 3, 2020 Meeting

Announcements & Board Business   Ronald Grais
- Data Protection Policy
    - Vote to adopt

Executive Director's Report   Jose Ochoa

Principal's Report   Terri Milsap
- Remote Learning Plan

Finance Committee   Christine Gallagher

Development Committee   Johnny Merrifield

Engagement & Alumni Relations Committee   Cynthia Plouche

PSO Update   Peter Doyle

New Business

Public Participation

5:00 pm Adjournment

Next Board Meeting:
Monday, June 8, 2020
3:00p.m. - 5:00p.m.
Planned for 120 S. LaSalle St.

ChiArts Board Meeting April 20, 2020

The Chicago High School for the Arts
Board of Directors Meeting
3:00-5:00p.m.
Online – via Zoom
Minutes for April 20, 2020

Present (on call): Duffie Adelson, Dana Berkowitz, Warren Chapman, Erin Clifford, Steven Collens, Peter Doyle, Elissa Efroymson, Sondra Berman Epstein, Lori Faversham, Carol Friedman, Christine Gallagher, Ron Grais, Sandra Guthman, Mirja Haffner, Francia Harrington, John Hart, Betsy Holden, Alan Jagiello, Shruti Jayaraman, Samera Ludwig, James Mabie, Kay Mabie, Gary Metzner, Sylvia Neil, Liza Pappas, Jonathan Plotkin, Cynthia Plouche, John Yonover, Neal Zucker

Absent: Tom Hurvis

Others Present: Tina Boyer Brown (Managing Director of Arts Conservatories), Paul Cook (Executive Assistant), Shanan Egger (EAB), Angela Huang (Kellogg Fellow), Heather McCowen (Head of Engagement & Alumni Relations), Johnny Merrifield (Development Director), Terri Milsap (Principal), Jose Ochoa (Executive Director), Megan Sauve (Development Manager), Winston Soh (Kellogg Fellow), Omar Tabbara (Teacher), Andrew Van Herik (Teacher)

Quorum: Yes

The meeting of the Board of Directors (the "Board") of The Chicago High School for the Arts ("ChiArts") was held pursuant to a Call & Notice served on all Directors. Board Chair, Ronald Grais ("Ron") called the general session to order at 3:08 p.m. Paul Cook ("Paul") took the roll call.

Approval of Minutes of February Meeting
Ron requested approval of the February Board Meeting minutes. James Mabie ("Jim") motioned to approve the minutes, and Sandra Guthman ("Sandy") seconded the motion. All voted in favor, none opposed.

Announcements & Board Business
Ron brought up the previously distributed Data Protection Policy and asked for any questions. Ron shared that the document would be adopted internally. This document provides guidelines in re: who has access to student records, and other confidential information.

Executive Director's Report
Jose Ochoa ("Jose") shared his report. Jose talked about the various big-picture things that have been taking place since the shut-down of the building, due to the pandemic. Teachers, administration, and staff had to adapt very quickly to the new, ever-changing situation, and for the most part, things went smoothly.

One big push was getting computer devices to students who needed one to participate in online classwork. We are mostly complete with that project - that almost all students in need were provided with a laptop.

Figuring out other Operations tasks has been an ongoing process – figuring out how to complete payroll, receive and process donations, pay vendors, etc. Many people are working to make sure that the school continues to operate, while also keeping everybody as safe as possible.

Principal's Report

Terri Milsap ("Terri") provided updates on how instruction is being handled, remotely; teachers and students are working under a set of guidelines called "Remote Learning", where students are encouraged to participate in online classwork, but there is to be no negative effect on students' grades. However, students are aware it is not required. Engagement numbers have been lower than desired, but they are improving. A more formalized schedule has been put in place, to help give students a greater sense of structure. Pete Doyle & Liza Pappas, Parent Representatives, spoke about their experiences with their at-home children.

Students continue to have their "Advisory" periods, where they can talk about non-academic issues. Terri has also created a Wellness Committee, made up of non-teaching staff, that engages with the students about non-academic life. The hope is that teachers support students' academic needs, and that others support students' social-emotional needs.

Summer programming (grammar school summer camps, summer dance intensive) remains uncertain.

Graduation has been moved to the end of June (along with other end-of-year performances & rituals). The hope is that we will have an in-person graduation, but a virtual graduation is the back-up plan.

Finance Report

Christine Gallagher ("Christine") provided updates from the Finance Committee; all numbers were from February 2020, pre-COVID. We have received our 4th quarter funds from CPS; the publicly funded side of ChiArts is expected to end the year as budgeted. There are unknowns, though, many related to the financial impact of closing the building and moving to Remote Learning.

We have applied for monetary support through the government's Paycheck Protection Program; we will not be included in the first round of payments made through the program. It is unclear whether more money will become available.

The budget for FY21 is in process; the committee's goal is to have a draft of the budget ready to share at the next full Board meeting, in June.

Teacher Omar Tabbara ("Omar") asked some questions about layoffs.

Development Report

Johnny Merrifield ("Johnny") provided an update on Year-to-Date fundraising. Some organizations are pausing their gifts, due to the epidemic.

The annual fundraiser Kerfuffle met its financial goals, and the event went smoothly. Thanks to all who helped make the event a success. Many expressed relief that the event was able to happen, just before the city shut down.

The last big fundraising push for the year will be Spring Appeal, which is already under way, and will continue through May.

There has been much thought about how to share creative work that the students continue to create; various options are being explored.

EAR Report
Cynthia Plouche ("Cynthia") shared news of the first meeting for the newly-created Engagement & Alumni Relations (EAR) Committee. The committee is intended to foster Alumni engagement, providing opportunities and relationships to support our alumni through their post-ChiArts life.

Board Fellow Winston Soh ("Winston") is completing a large-scale Alumni Engagement survey, and Cynthia and Heather McCowen ("Heather") presented some of Winston's initial findings. More data will be made available in the future, once it is fully compiled. Winston's findings were generally positive, as well as illustrative of future opportunities.

PSO Report
Peter Doyle ("Pete") provided updates. During the recent musical production *Chicago*, the PSO sold food, merchandise, and program ads to continue to raise funds.

There will be a virtual PSO meeting, providing parents an opportunity to ask questions of the Administration. Many questions have come up about Remote Learning, and this is one way the PSO feels they can support the school in this new, uncertain time.

The PSO is facilitating a Senior Poster event, where seniors will receive a print of a student-designed poster, funded by Development. The group is also researching ways to express their appreciation for all the teachers. Elections for next year's PSO Executive Committee are in the planning stages.

Public Participation
Ron opened the floor for any Public Participation. Andrew Van Herik ("Andrew") expressed thanks to all who were helping in these unusual times. Andrew expressed hope that ChiArts would not layoff any teachers.

Conclusion
Ron requested to adjourn the meeting at 4:52pm. All voted in favor, none opposed.

Respectfully submitted,

Warren Chapman
Secretary