

**The Chicago High School for the Arts Board of Directors Meeting**

**March 15, 2021 at 4pm**

**Location: Online, via Zoom**

**To attend via video conferencing, please reach out to Ursula McGregory  
([umcgregory@chiarts.org](mailto:umcgregory@chiarts.org)), who will send the appropriate information.**

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Welcome / Call to Order / Roll Call	Cynthia Plouché
Approval of Minutes of January 11, 2021 Meeting	Cynthia Plouché
Head of School Report	Terri Milsap
Information & Presentations	
Artistic Director Report	Tina Boyer Brown
Alumni Report	Dr. Heather McCowen
Foundation Presentation	Megan Sauve
PSO Report	Liza Pappas & Janette Cortes-Duewel
Committee Reports	
Finance / Treasurer Report	Christine Gallagher
Vote: 403b Plan Amendment	
Program Excellence	Duffie Adelson
Diversity, Equity, and Inclusion	Deirdra Lucas
Public Participation	Cynthia Plouché
Other Items	Board/Head of School
Adjournment	

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Next Board Meeting: May 10, 2021

## ChiArts Board Meeting March 15, 2021

The Chicago High School for the Arts  
Board of Directors Meeting  
4:00 p.m. - 5:30 p.m.  
Online - via Zoom  
Minutes for March 15, 2021

**Present (on call):** Duffie Adelson, Carlos Azcoitia, Deirdra Donahue, Lesley-Ann Brown-Henderson, Inger Burnett-Zeigler, Warren Chapman, Janette Cortes-Duwel, Chris Falcon, Carol Friedman, Christine Gallagher, Jim Mabie, Kay Mabie, John McCambridge, Liza Pappas, Ron Grais, and Cynthia Plouché

**Others Present:** Tina Boyer Brown (Artistic Director), Abbey Cullen (Assistant Principal), Dana Thomas (Finance), Ursula McGregory (Executive Assistant), Terri Milsap (Principal & Head of School), Heather McCowen (Director of Programs, ChiArts Foundation), Megan Sauve (Development Manager, ChiArts Foundation), Brenda Torres-Wakai (Union delegate)

**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, Cynthia Plouché ("Cynthia") called the general assembly to order at 4:00 p.m. Ursula McGregory ("Ursula") took the roll call.

### Approval of Minutes

Cynthia requested approval of the January Board Meeting minutes. Duffie Adelson ("Duffie") made a motion to approve the minutes as is, Kay Mabie ("Kay") seconded the motion. All voted in favor, none opposed.

### Head of School Report

Terri Milsap ("Terri") shared her report. CPS' goal is to open all CPS high schools by early to mid- April. CPS is currently meeting with the Chicago Teachers Union to plan for reopening. ChiArts is preparing for reopening as we await more guidance from CPS. Some support staff have returned to the building in preparation for reopening. CPS vaccinations have yet to happen. Many teachers and staff are vaccinating on their own.

Terri instituted The Step Up Plan for students failing at a percentage of 50 - 59% at the end of 1st semester. Through the plan, students could increase their grade to a percentage of 60 - 69%, and thus pass the class by revising assignments and assessments. 27 students took advantage of the plan. Terri would like further discussion concerning an alternative to credit recovery through CPS because although it is free, it is difficult for students to pass with an online course, teachers they don't know, and curriculums they are unfamiliar with.

Terri is also planning for a pilot English and Math tutoring program. Students would benefit from more 1 on 1 support, especially in the remote learning environment. ChiArts is also researching ways to address the students mental health needs. They are exploring different opportunities to help the students practice mindfulness and different forms of therapy.

Attendance has gone up slightly. The goal is over 90%. There has been more outreach. Teachers are calling home when students are absent. School leadership is also reaching out to parents for repeat absences. There will still be SQR ratings in spite of the pandemic.

ChiArts has partnered with Teach Better, an organization that provides instruction to teachers in Differentiated Instruction. ChiArts teachers have had access to Teach Better's online workshops during their professional development time.

The Program Excellence Committee has visited the Academic and Conservatory classes to see the hard work going into remote learning, as well as the challenges.

We have a new Case Manager, Carolyn Burnes. She is working hard to make sure we are in compliance and our DL student's needs are being met.

The Intercultural Development Inventory (IDI) was administered to ChiArts' Supervisors, as was decided by the Diversity, Equity, and Inclusion Committee. It is an assessment of Intercultural Competence. The data will be used to help make a more inclusive leadership team.

Answers to reopening questions:

- A survey was sent out to students. So far, 355 students (over half) are interested in returning to in-person learning.
- Teachers have been positive about returning, but want to make sure that it is safe. If teachers request a waiver, it goes through Human Resources and will be decided by ChiArts.
- A Post-secondary Counselor position is not in the budget for this school year. But will be for next school year, even if it has to be a part-time position.
- ChiArts is following all of the CDC safety guidelines including: 6 feet social distancing measures, air filters in every classroom and office, 2 windows able to be opened in every classroom, water fountains changed to bottle filler stations, and signage throughout the school.
- Graduation plans are happening. ChiArts is currently searching for a venue that can adhere to the social distancing requirements. Last year's drive up graduation along with a virtual graduation is also an option.

We have a new Union delegate, Brenda Torres-Wakai, who was introduced. She is an Integrated Arts teacher and parent of a ChiArts student. There are currently about 40 union members.

### **Information & Presentations**

Tina Boyer Brown ("Tina") shared the Artistic Director report. Preparations for safe return to the arts are underway.

Admissions: Audition callbacks went well. Submissions were a little less 645 students, normally 1000. ChiArts Music department head, Betsy Ko will be taking the sole role of Band Director in July. ChiArts band has grown to 51 students and Betsy has led them to being #1 in the state for the 3rd year in a row. ChiArts will begin recruiting for a Music department head.

Heather McCowen ("Heather") shared information about the Foundation's Alumni efforts. ChiArts Launch is an Alumni Newsletter. It features apprenticeship and intern opportunities, scholarship opportunities, resources such as mental health, and spotlights the accomplishments of ChiArts alumni. The ChiArts Alumni Network has also launched. It is part career center, part alumni social media, and includes a micro-mentoring program.

Megan Sauve ("Megan") shared the Foundation's fundraising video that was prepared due to the pandemic in place of school tours to prospective donors. Megan also invited all to the May 19th Standing Ovation virtual event to show appreciation to our scholar artists, teachers and staff, and honoring Jim & Kay Mabie.

Liza Pappas ("Liza") gave the PSO report. The PSO had a PSO Chit Chat, which included a recipe exchange. The next PSO Chit Chat is scheduled for April 28th. The online merchandise store closed with \$3700 in orders with a profit of \$220 for the school. Items are shipping out next week. The next shop will open August 30th. The PSO sent out a Valentine's Day Virtual Hug to teachers. The PSO is available to help in any way for the return to in person learning.

Christine Gallagher (“Christine”) presented the Treasurer report. Dana Thomas will be our new CFO, assuming the responsibilities of Shanana Egger. There has been no change in the full year forecast of \$243k lost. The reserves will be used for the current year. The 2022 budget is just underway. The goal is to have a draft to the board by May. The amendment to the 403b plan, which changes a 3 year vesting period to immediate vesting period as required by the union agreement. Warren Chapman motioned to vote and Jim Mabie seconded the motion. All approved to amend the 403b plan.

### **Committee Reports**

Duffie Adelson (“Duffie”) shared the Program Excellence Committee report. The committee met with Terri and Tina and discussed the challenges of student learning during the pandemic. The committee discussed ways to improve in the area of mental health resources, professional development for teachers, SAT challenges and trends, and dual enrollment for students. The committee also participated in the school’s Academic and Conservatory tours.

Deirdra Donahue (“Deirdra”) shared the Diversity, Equity, and Inclusion Committee report. Deirdra administered the Intercultural Development Inventory to ChiArts’ Supervisors. The assessment measures cultural fluency and helps people to understand where they are on the spectrum and how to move forward down the continuum.

### **Adjournment**

Cynthia requested to adjourn the meeting at 5:22 p.m. Jim Mabie (“Jim”) made a motion to adjourn, and Carol Friedman (“Carol”) seconded the motion. All voted in favor, none opposed.

Respectfully submitted,  
Warren Chapman  
Secretary