



**The Chicago High School for the Arts Board of Directors Meeting**  
**November 15, 2021 at 4:00pm**

**Location: Online, via Zoom**

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

---

Welcome / Call to Order / Roll Call

Cynthia Plouché

Approval of Minutes of September 13, 2021 Meeting

Head of School Report

Terri Milsap

Information & Presentations

Artistic Director Report

Finance / Treasurer Report

PSO Report

Tina Boyer Brown

Christine Gallagher

Janette Cortes-Duewel

Committee Reports

Public Participation

Other Items from Board

Adjournment

Next Board Meeting: January 10, 2021

*The Chicago High School for the Arts (ChiArts®) develops the next generation of diverse, artistically promising scholar-artists through intensive pre-professional training in the arts, combined with a comprehensive college preparatory curriculum.*



## **ChiArts Board Meeting**

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

**Present (on call):** Duffie Adelson, Carlos Azcoitia, Deirdra Donahue, Warren Chapman, Janette Cortes-Duewel, Inger Burnett-Zeigler, Kay Mabie, Carol Friedman, Christine Gallagher, John McCambridge, Angela Kiefer, and Cynthia Plouché

**Others Present:** Terri Milsap (Head of School & Principal), Tina Boyer Brown (Artistic Director), Abbey Cullen (Assistant Principal), Shanana Egger (Finance), Ron Grais (Foundation Board Chair), Ursula McGregory (Executive Assistant)

**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 Plouché requested approval of the September Board Meeting minutes. Carlos Azcoitia (“Carlos”) made a motion to approve the minutes as is, Carol Friedman (“Carol”) seconded the motion. All voted in favor, none opposed.

### **Board Chair Report**

**Cynthia Plouché** (“Cynthia”) shared the Board Chair Report. Cynthia and Terri are in the early stages of meeting with the Adler University group that provides mental health services for students. Conversations are early but they will hopefully become a provider that can work with us. We’re thinking about using some of the Teacher Institute days as a way of interacting with the teachers and staff. Also, we’re thinking of possibly having an in-person board meeting in January if Covid permits, since some of the board members have never met in person. In the next several months, we will be reviewing the school’s strategic plan. We’ll be looking for anyone who would like to help work on that. It was last reviewed 5 years ago. We have room for additional board members. If you have people you know would be a value add, please let us know.

### **Head of School Report**

**Terri Milsap** (“Terri”) shared the report. Currently, ChiArts has the following vacancies: Instructional Coach, Dean of Students, Case Manager, Office Manager, Security Guards, and Attendance Clerk. Administration and the Human Resource department are in the process of interviewing for all positions. A part-time Interim



Case Manager has been hired to address the needs of our diverse learner students. The responsibilities of the Dean of Students are being addressed by Ms. Cullen, Ms. Boyer Brown, and Ms. Milsap.

In collaboration with The Foundation, ChiArts hosted Connections Week 11/2-11/9. It was a great success that included student performances, a college fair, master classes, workshops, and opportunities for students to meet representatives from universities and colleges.

ChiArts has begun surveillance Covid-19 testing. There has been at least one Covid-19 case every week since school started. However, there has not been a case over the past 2 weeks. ChiArts follows

all CPS, CDC, and CDPH guidelines when a case has been reported. This includes the quarantining of students and staff who have been identified as close contacts. Over 95% of our staff are either vaccinated or have a medical or religious exclusion.

Ms. Boyer-Brown, the Arts Department Heads, Director of Production, and Ms. Milsap attended the Arts School Network (ASN) Conference. During the conference, ChiArts students performed at events at Columbia College and Roosevelt University. Ms Boyer Brown presented a workshop on cultural responsiveness. Our Clinical Counselor, Ms. Poulton presented a workshop on social emotional learning and strategies. The ASN Conference was a great opportunity to network with arts school educators and learn best practice in arts education.

### **Information & Presentations**

**Tina Boyer Brown** (“Tina”) shared the Artistic Director report. Recruitment events have been taking place both virtually and in-person, though fewer schools are hosting them this year. We are attending as many as possible, and also in consistent contact with school counselors and art liaisons with application and audition information. The GoCPS application opened on Oct. 13th. As of Nov. 2, ChiArts had 784 applications submitted or in progress.

We hosted a virtual open house Oct. 21st and resumed in-person events as of Nov. 2, starting with campus tours. Our first on campus open house will be Nov. 17th. We've already had to close registration due to overwhelming response! This year, students will have the option to audition either in person or virtually. Auditions will take place on Saturdays in January with callbacks on February 5th.

In the last few months, longstanding ChiArts employees, Bianca Corral, Recruitment Coordinator, Laura Marsh, Admissions Manager, and Whitney Bradshaw have or are moving on from ChiArts to new opportunities. They each have contributed mightily to ChiArts and will be missed. New Admissions Staff: Recruitment Coordinator, 2017 ChiArts Musical Theatre alum, Laura Quinones and Admissions Manager, McKenna Batterson, 2014 ChiArts Musical Theatre alum. The Visual Arts Department Head position has been posted.

ChiArts students have already had a number of performances:



ChiArts Writes, Volume 6 Reading; Levitate Literary Magazine Launch at [The Hatchery](#); Music Video for Lin Manuel-Miranda's movie directorial debut, Netflix's *Tick, Tick...Boom*; Connections Week performances

Connections Week was November 4-10. Nearly 100 representatives of post-secondary arts programs attended ChiArts' Connections Week either virtually or in person. Students participated in masterclasses, a college fair, portfolio reviews, and performances.

**Christine Gallagher** ("Christine") presented the Treasurer report. The U.S. Small Business Administration ("SBA")- Covid-19 related loan original loan amount was \$1,503,700. The application for forgiveness was \$1,081,426.64 based on eligible costs, and it was forgiven. \$422,273.36 will be paid back to SBA based on the agreed upon terms, with the latest date of principal on or before 5/12/22.

The external audit of the FY 2021 financial statements is substantially complete by Ostrow Reisin Berk & Abrams, Ltd. ("ORBA"). The current filing deadline with CPS is 12/1/2021. We received an unqualified opinion which is the highest rating you can receive.

There are no significant changes in the FY 2022 Academics and Arts forecast since our last meeting. The Department of Labor- 403(B) audit is underway.

Christine recommended a motion for approval of the current draft of the financial statements on the condition that there are no significant changes made between now and when they are finalized. Christine asked for a move to approve the draft of the financial statements. Warren Chapman ("Warren") approved the motion to move. John McCambridge ("John") seconded the motion. All voted in favor, none opposed.

Janette Cortes-Duewel ("Janette") gave the PSO report. Janette introduced the board to Angela Kiefer. She is the new parent representative to the board and will serve 2 terms. November 1st was the first PSO meeting and it was virtual. Attendance wasn't as high due to technical issues with the invite. The Arts department heads introduced themselves and their conservatories. The main concern from parents was the need for a post secondary counselor. We are working with Shanan Egger on setting up banking to manage PSO funds. There is currently no budget because we have no way to collect funds.

Duffie Adelson ("Duffie") shared the Program Excellence report. The Program Excellence Committee is making plans to meet in December to discuss curriculum, instructional, and evaluation issues. Cynthia and Duffie met with Terri to get an idea of what topics would be helpful to the school and will discuss those at the meeting.

### **Adjournment**

Cynthia requested to adjourn the meeting at 4:59 p.m. Kay Mabie ("Kay") made a motion to adjourn, and Warren Chapman ("Warren") seconded the motion. All voted in favor, none opposed.

Respectfully submitted,  
Warren Chapman  
Secretary