

## The Chicago High School for the Arts Board of Directors Meeting Agenda

**Tuesday, May 9, 2023 @ 5pm Location: VIRTUAL** The Chicago High School for the Arts will convene a remote, regular board meeting on Tuesday, May 9, 2023 beginning at 5pm for an open session via Zoom. Board members, citizens, and staff may participate in the meeting virtually. The link is provided below.

**Link:** <https://us06web.zoom.us/j/88448020656?pwd=U0tOeXZwa3R6WVBxb0xaSWN6UDBqQT09>

Welcome / Call to Order / Roll Call

Duffie Adelson

Approval of Minutes of March 14, 2023\*

Duffie Adelson

Executive (Closed) Session - In accordance with section 2(c) of the Open Meetings Act (the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body).

Authorization of Employment of Chi Arts Principal

Presentations & Reports:

Interim Principal Report

Lorraine Cruz

Artistic Director Report

Tina Boyer-Brown

Committee Reports:

Parent Support Organization

Angie Kiefer, Michelle Pierre-Farid Ph.D

Finance Report

Christine Gallagher

Program Excellence Committee & Principal Search Update

Bill Gerstein

Executive Director Search Update

Duffie Adelson

Public Comment

New Business

Adjournment

\*Requires Vote

**Board Meeting Minutes - May 9, 2023**

**5:04p.m.-Meeting called to order by Duffie Adelson, Interim Board Chair**

**5:05 p.m.-Roll call taken by Kinita Redmond.**

**Board Members Present: (Duffie Adelson, Angela Kiefer, Bill Gerstein, Christine Gallagher, Deidra Donahue, Kay Mabie, Karen Fishman, Janette Cortes-Duewel, Michelle Pierre-Farid, Peter Fidler, John McCambridge, Ron Grais**

**Others Present:Lorraine Cruz Interim Principal, Tina Boyer-Brown, Artistic Director Tiffanie McLeary, Assistant Principal,Kinita Redmond, Office Coordinator & Mark Bracken, Production Director**

**5:07 p.m.- Motion to approve minutes from previous meeting March 14, 2023 made by Ron Grais and seconded by John McCambridge. Motion Carried.**

**5:08 p.m.- Motion to convene to closed session made by John McCambridge and seconded by Ron Grais.**

**5:09 p.m.- Closed session began.**

**5:55 p.m.- Closed session ended and all board members returned to Open Meeting with a brief acknowledgement by Duffie Adelson.**

**5:56 p.m.- Bill Gerstein gave a brief summary of the the Principal Search process:**

1. A committee was formed that included the following groups: teachers (conservatory, diverse learner, and academic), support staff, board members, parents, and students.
2. Each group assessed each candidate's capabilities in the areas that were of the greatest priority to that group.
3. Eight semi-final candidates were interviewed by each group in a rotating format.
4. Four finalists were selected. Each were invited to visit the school to interact with academic staff, conservatory staff, and students. Each candidate also met individually with the Artistic Director and presented a 30/60 90 day plan of action to the committee. Two finalists were selected and interviewed and a finalist was then presented to the board..

**5:58 p.m.- The following Motion to authorize the offer employment to principal candidate, Pavielle Driver was made by Janette Cortes-Duewel: "I move that ChiArts authorize the employment of Pavielle Driver as principal of ChiArts in accordance with the terms and substantially the form of the offer letter recommended by the Principal Search Committee, consistent with Illinois law." The Motion was seconded by Kay Mabie. The Motion carried.**

**6:00 p.m.-Principal's report presented by Lorraine Cruz, Interim Principal**

- 5 Essentials window closed with 43% completion from students and 55% from teachers. The 50% required for students was not met so their voice and data will not be included in the overall data.

- Students will have another opportunity to have their voices heard in the Cultivating Student Survey for Spring 2023 which began today, May 9, 2023 and will close on June 2, 2023. Students will have the opportunity to complete this during Advisory.
- Dean's update was presented on clarifying the procedures and protocol for Shelter-in-Place.
- Calendar dates that are noteworthy for academics is the final schedule presented for the last week of school with Records Day being June 9th (different from CPS calendar).
- Contract Negotiations are in process for the new contract for both the Academic and Conservatory staff.

#### **6:09p.m. Artistic Director's Report presented by Tina Boyer-Brown.**

- Summer Programming
  1. Summer Camp July 10-28: Enrollment is strong. All conservatories will run. Due to high demand, we will offer two sections of Visual Arts and two sections of Theatre in addition to one section of Creative Writing, Dance, and Music-Band and Music-Voice. As of May 1, 84 campers were enrolled.
  2. Sight Reading Bootcamp
  3. 9th Grade Two-Day Dance Intensive
  4. After School Matters Partnership: Humboldt Park Brass Tentative start: June 26
- Admissions
  1. We can officially welcome our class of 2027! Acceptances were sent out on **March 24th**.
  2. Of the 219 offers we sent out, **185 students accepted their offer**. This means we had an **84% acceptance rate** this year. This is, quite literally, a record-breaking number!
  3. Over the past three years, we have had an average 50%-60% acceptance rate across conservatories. So the fact that we had **an average 86% acceptance rate** this year is not just fantastic, but unprecedented! A huge shout out to the Music department specifically, which had an **average acceptance rate of 91%**. 237 students are currently on our waitlist.
  4. In continuation of our recruitment efforts, we attended the **REVERBERATE High School Fair**, we hosted **Yates Elementary** for a school visit, and hosted the first Band Day.

#### **6:18p.m.- PSO Report presented by Angela Kiefer.**

- Teacher Appreciation Week- \$1400 was allotted for snacks and treats.
- PSO supplied snacks for PSAT/SAT testing.
- PSO was represented at all three open houses and took names for new PSO members.
- Questions regarding transportation were raised.
- The PSO purchased Senior luncheon flowers.
- The PSO is planning for the new year and possibly for a parent event in June.

#### **6:21 p.m.-Finance Report presented by Christine Gallagher.**

- Closing out fiscal year SY22-23.

- The 403B retirement plan and Form 5500 have been completed. No major issues identified and tax forms were completed on time. One audit comment was noted in some delays in processing employee payroll deductions. The process has been rectified and is being monitored quarterly.
- Total cash and working capital is \$600K as of 3/31/23 and current forecasted loss is also \$600K. The forecasted loss is directly attributed to increased student costs such as substitutes, therapy services, and the pension cost for teachers that were accidentally excluded from the budget originally. See Appendix A in the Financial Statement.
- Current rate of revenue and cost is unsustainable long-term. The focus right now is on collection of open receivables, student fees, CPS title funding and ChiArts Foundation.
- Board approval for SY 23-24 should be up for approval on June 27th.
- Received preliminary CPS budget allocation funding numbers. The numbers are estimated to be finalized in August 2023.

**6:25 p.m.- PEC and Principal Search Committee reports presented by Bill Gerstein.**

- PEC was paused during the Principal Search. The Committee hopes to restart in June with the new principal. The Committee would like to help lead the school improvement plan.

**6:26 p.m.- The Executive Director Search update was presented by Duffie Adelson.**

- The Executive Director Search Committee will be engaging in interviews later in the week with a select group of candidates and in early June there will be another round of interviews.
- The Committee should have an important update at the June board meeting.

**6:28 p.m.- Public Comment**

**6:50 p.m.- Motion to convene to closed session made by Kay Mabie and seconded by Ron Grais.**

**6:51 p.m.- Closed session began.**

**7:37 p.m.- Closed session ended and all board members returned to the Open Meeting with a brief acknowledgement by Duffie Adelson.**

**7:38 p.m.- New Business**

**7:38 p.m.- Meeting adjourned via motion made by John McCambridge and seconded by Kay Mabie.**