

SIUE Charter School  
Board of Directors Meeting  
July 9, 2020  
1-3 PM  
Approved Minutes

Members present: Susan Breck, Wendi Brown, Anne DeToye, Kim Durr, Jessica Harris, Robin Hughes, Gina Jeffries, Alison Reeves, Maracus Scott, Andrew Theising, Phil Weishaar, Willis Young

- I. The meeting was called to order by President Kim Durr at 1:01 PM via Zoom
- II. Minutes from the February 27<sup>th</sup> and April 28<sup>th</sup> were approved as read.
- III. Public Comment – no public comments
- IV. Announcements – no announcements
- V. Election of Board Members – The Board currently has three open positions, Don Baden, Andrew Theising, and Wendi Brown. The Board will delay the approval of new members until our next meeting to allow eligible candidates to complete the necessary application process.
- VI. Election of Board Officers – The following Board officers were elected via anonymous survey ballot via ZOOM.
  - a. President – Willis Young
  - b. Vice President – Jessica Harris
  - c. Secretary – Susan Breck
  - d. Treasurer – Anne DeToye
- VII. Old Business-Proposed FY20 Salary Schedule – Attachment #1  
The Board discussed the counteroffer from the faculty union. No action was taken. The 2.75% increase approved by the board on May 1, 2020 stands.
- VIII. New Business
  - a. Director's Evaluation – Phil Weishaar presented the following evaluation of Dr. Gina Jefferies for AY 2019-2020.
    - i. Dr. Jeffries was evaluated consistent with university policy
    - ii. Dr. Jeffries continues to Exceed standards in her performance as Director of the CHS
    - iii. She has demonstrated her instructional leadership prior to and during the COVID-19 pandemic.
    - iv. Her priority is the health, social emotional and academic development of the students. She demonstrates this priority every day in how she relates to the students.

- v. She promotes their activities and successes in the media, in the halls, in the community, and in the SIUE news feeds
- vi. She collaborates effectively with multiple entities including the Chancellor, Provost, Dean, Facilities management, Foundations and this Board. No easy task.
- vii. She has taken on many of the responsibilities of Mr. Young as a result of his retirement.
- viii. As part of the Employee Excellence Program Performance Evaluation (EEP), Dr. Jeffries documented evidence of meeting goals in instructional leadership, school climate/culture, collaborative partnerships, community relationships, and urban education research.
- ix. During COVID-19, Dr. Jeffries effectively developed and implemented
  - 1. Virtual graduation and the associated ceremonies
  - 2. Remote learning plan for students and faculty associates
  - 3. Developed a website for students and parents in coordination with district 189 to assure students new the resources that are available to them and their families.

When asked how she was doing, Dr. Jeffries replied that she was “encouraged and grateful” that students continued to demonstrate successes. The hardest part for her is the absence of daily contact with the students and her team of faculty associates.

The CHS is extremely fortunate to have such a dedicated leader as Dr. Gina Jeffries.

Anne DeToye moved that the Board accept the evaluation as presented. Alison Reeves seconded the motion. Roll call vote was taken and motion passed unanimously.

- b. Review and Consent of Conflict of Interest Policy – Anne DeToye presented the Conflict of Interest Policy and reminded the Board that each member needs to sign document and return to Susan Breck by August 15, 2020. Attachments #2 & #3
- c. FY21 Budget – Anne DeToye Attachment #4
  - i. Revenue based on FY19 per capita tuition charge which increased slightly over FY18. Reimbursement at 97% for 120 students. Currently, we have 112 student applications.
  - ii. Drivers Education increased by \$2000.00
  - iii. Increased Legal fees due to Charter negotiations, remote learning plan, and bylaws update.
  - iv. Added line item of Course Fees for teachers taking SIUE classes.
- d. FY 21 Salary Schedule – Anne DeToye Attachment #5
  - i. Salary based on salary schedule with 2.75% increase in FY20. Anne also proposed no increase to base step for FY 21 based on no projected increase in revenue.

- ii. Salary also included nurse, social work over summer, other extra duty pay, that needs to be negotiated with union, substitute stipends, and administrative salaries for next year.
  - iii. Net surplus of \$13,439.00, with proposed ending surplus of \$379,615.00 with estimated ending cash balance \$439,237.00.
- e. Waiving student fees in FY 21– Anne DeToye
- i. Proposing waiving current student fees. Typically, fee is \$50.00 for grades 9-11 and \$100.00 for grade 12 due to uncertain financial situation during pandemic. Proposal is for one year only.

Anne DeToye moved the Board accept the proposed Budget option #1 as presented, Alison Reeves seconded the motion. Roll call vote taken; motion passed unanimously.

IX. Report from Chief Executive Office

Dr. Hughes was called away from the meeting. Susan Breck delivered her report that Dr. Nat Williams, the new hire from Teaching & Learning with a shared appointment to the Charter School, had been able to visit the school recently and was excited to assume his new role with the school.

X. Report from Director-Gina Jeffries

- a. Thanked team (Robin Hughes, Willis Young, Phil Weishaar, and Anne DeToye) for successful one-year Charter renewal negotiations.
  - b. As students dropped off Chrome Books, they were given a summer reading book and box of breakfast snacks.
  - c. According to the IL Department of Public Health, there are 105 confirmed COVID-19 cases in the CHS zip code. That represents a 5% infection rate for the total population.
  - d. Currently working with attorneys to navigate and interpret PA 101-0643 for us to develop our remote learning plan. Reviewed requirements of the law.
- e. Discussed AY20/21 calendar to include: Attachment #6
- i. 176 required days
  - ii. August 17<sup>th</sup> as first day of school in sync with District 189
  - iii. November 3<sup>rd</sup> election day off
  - iv. November 30-December 18 as remote blended learning days.
  - v. US DOE allowed ISBE to waive 2019-29 assessment requirement.
- f. During the summer to meet student needs of racial injustice during COVID includes:
- i. SEL Check-ins
  - ii. Art Therapist
  - iii. *Dear Martin*-summer read
  - iv. ACT/SAT moved to fall
  - v. Plans for Saturday school for math and homeless students
- g. Discussion of plans for fall. Biggest needs are space, nurse, and substitute teachers.

Anne DeToye moved to accept the FY2020-21 calendar as presented by the Director. Maracus Scott seconded the motion. Roll call vote taken; motion passed unanimously.

XI. Report from Treasure-Anne DeToye

- a. Operating Budget- as of June 30, 2020 Attachment #7
  - i. Difference of \$151,670.43 in revenue as a result of change in per capita tuition.
  - ii. Salaries were \$41,282 higher than budgeted
  - iii. Bought \$100.00 gift cards for all families for food during shut down.
  - iv. Bought hot spots and paid usage fees
  - v. Had some expenses for personal graduation
  - vi. No prom expenses and were not able to bring in author speaker, so expenses were offset by these savings.
- b. STEM Donation – as of June 17, 2020
  - i. Of the \$2.8 million we received; we have spent \$1,088,785
  - ii. Also, \$700,000.00 in a scholarship endowment
  - iii. Renovation of multi-purpose room D complete
  - iv. Purchased multitude of technology
  - v. Paid salary of math coach and overload for IT person.
  - vi. We now have IT person on staff, Ron Irving. Salary will be from STEM money.
  - vii. Other expenses include PD and travel to conferences.
- c. Foundation Account – As of June 17, 2020
  - i. Balance \$14,828.50
  - ii. We provided some basic living/personal hygiene and clothing during shutdown.
  - iii. Students raised money for end of year trip that they weren't able to take, so money was returned in form of gift cards.
- d. Title 1 Funds – As of June 18, 2020 report provided by District 189
  - i. One math educator salary and fringes are paid from Title I
  - ii. Reimbursed for hotspots
  - iii. Funds cover supplies and materials such as flash drives, paper, notebooks.
- e. Professional Development Funds – As of June 17, 2020
  - i. Report breaks down professional development spending across all accounts.
  - ii. Total expenditure: \$122,198.63
  - iii. Director and Treasurer recommend per person PD expenditure remain \$1,500.00.

Alison Reeves moved we accept Treasurer's report pending clarification of salary difference. Jessica Harris seconded the motion. Roll call vote taken; motion passed unanimously.

## XII. Agreements

- a. IHSA membership – allows us to play sports Attachment #12  
Alison Reeves moved we approve this agreement. Kim Durr seconded the motion. Roll call vote taken; motion passed unanimously.
- b. Charter Agreement – one-year extension Attachment #13  
Alison Reeves moved we approve this agreement. Anne DeToye seconded the motion. Roll call vote taken; motion passed unanimously.

- c. MOA with SIUE Foundation – serves as our accounts payable. Includes software fee, filing fees, postage, and checks. Attachment #14

Alison Reeves moved we approve this agreement. Susan Breck seconded the motion. Roll call vote taken; motion passed unanimously.

- d. Advanced Driving School – Provides drivers' education of CHS students. Fees increased from \$24,000 to \$26,000. Attachment #15

Alison Reeves moved we approve this agreement. Anne DeToye seconded the motion. Roll call vote taken; motion passed unanimously.

- XIII. Adjournment – Willis Young moved to adjourn; Susan Breck seconded. Roll call vote taken and motion passed unanimously. Meeting adjourned at 3:01 PM.