

CIRCLE Foundation BOARD MINUTES

4-23-19

6:30pm

AMMENDED 05/13/19

Call to order 6:55pm

In attendance: LaShaun Jackson, Omar Moore, Tim Lee, Andricus Hutcherson, Jean Claude-Ariel, Kiela Wilson

Old minutes

REVIEWED AND APPROVED 7:01pm

Executive Summary

Prepared by: L. Jackson

IHS Graduation

We expect between 135-145 graduates this year. Graduation at Harold Washington Cultural Center June 19th at 2:30pm

CONTINUOUS IMPROVEMENT WORK Grant

School received \$122,625 grant for school improvement from state.
School has been conducting weekly work on the grant for school improvement.

Funding: Funding is steady. No cuts. Cash flow is tight as we are ending the fiscal year soon. We are using Line of Credit and Credit cards to compensate for cash flow. End of the year spend down will leave us with a surplus, which we will carry over to next fiscal

Audit

Preliminary audit summary is included in the financial report for review.

Line of Credit

We are currently in the process of renewing our LOC with First Midwest bank. Last document needed is board approval for 12-month renewal on \$300,000 for Line of credit. After board approval the bank will have all documents they need to make a decision on renewal.

**LaShaun Jackson moved to approve renewal of LOC. Tim Lee Seconded, Motion carried at 7:10
05/13/02**

After reviewing discussions with the bank the board unanimously approved 6-month extension of line of credit with First Midwest Bank.

Gala

Funds are still being accounted for (money still coming in from donations), will have final numbers by June 1st.

Staff Retreat

All Staff retreat planned for June 20th and 21st. Retreat will be held at Timberridge Lodge in Lake Geneva Wisconsin. Retreat will include staff development, review of 5 year organization plan, and team building activities.

L. Jackson moved to accept executive report. Kiela Wilson Seconded, Carried 7:17pm

Operations Summary

Prepared by: O. Moore

Personnel Update:

- YS3 Mentors (A. Wilson, M. Scott) working well together. HR supervising them.
- New English Teacher and former Art Teacher position dissolved, classes adjusted. Hired for new tutor (McGuire) from grant from relocated students from closed school.
- Met with all staff to get feedback and address concerns. Restructured staff meetings to be more efficient and student focused.
- Midyear evaluations completed.

Program Update:

- Enrollment increased to 412 for third quarter. Waiting to see if YCCS/CPS sticks to the proposal to maintain numbers.
- 405 were first quarter enrollment.

Innovations

Teaching and Learning-

- AvancEd accreditation renewed, using recommendations to help drive PD.
- SAT testing completed successfully.
- CBE still in progress, working out issues.

Dean's office, Mentoring, Support Staff-

- Implemented revised procedures to be more efficient and to accommodate issues related to upcoming warming weather.

Student Clubs-

- Won first ASN basketball championship on our 10th anniversary weekend. B-Team Basketball team completed, came in second. Softball, bowling and will be starting throughout the year.
- Started Student Voice meetings with Admin, where students can meet, discuss concerns and problem solve with admin.

ASN Programs:

- **HR (H. Valdez) now supervising all Mentoring programs.**
- **City Colleges- (E. Muhammad)**
 - No pressing issues brought up by program coordinator.
- **RSP- (M. Scott)**
 - No pressing issues brought up by program coordinator. Scott is assisting with YS3
- **YES- (M. Alexander)**
 - Program still undergoing revision. Improvements have been made since H. Valdez started supervision.
- **YS3-**

- Vacant position filled by M. Scott in a revised assistant capacity.
- **YS3- (A. Wilson)**
 - No pressing issues or appointments brought up by program coordinator. Mentor managing caseload with assistance from M. Scott.
- **Compass Counseling- (L. Smith, R. Williams)**
 - Supervisor (H. Valdez) working with mentors to improve program.

Facility:

- No current issues.
- **O. Moore moved to accept Operations Report. Jean Claude Aurel Seconded, Carried. 7:33pm**

Financial Report

Prepared by: O. Argueta

- Report read and discussed. Reviewed audit findings. No other concerns
- **L. Jackson moved to accept Financial Report. Jean Aurel Seconded, Carried. 7:47pm**
- **Tim Lee moved to adjourn meeting. Seconded by Kiela Wilson. Carried. 7:50pm**